

STAPLEHURST PARISH COUNCIL

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

**Tuesday 2nd April 2024,
7.30pm.**

South Hall, Community Centre

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 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.

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

Public Forum

Borough Councillor's Report (Standing Item):

County Councillor's Report (Standing item):

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:

Pages 2203 – 2209 11th March 2024 available at Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.uk) to be signed by Councillor Riordan

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list – 5 minutes

4.2 Summation and Balance sheet – 5 minutes

4.3 Contracts for approval – 5 minutes

Resolution: To approve the contract fees in Appendix A of this report
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Parish Office
Staplehurst Community
Centre High Street,
Staplehurst TONBRIDGE,
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)

4.4 Housing Needs Survey – 5 minutes

Resolution: Approve the final payment of £900.47 + VAT as shown in appendix A of this report

4.5 MVCP Memorandum of Agreement for Wimpey Field – 5 minutes

Resolution: To approve the MVCP Memorandum of Agreement for Wimpey Field

5 CLERKS REPORT ON OUTSTANDING MATTERS – 5 minutes

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Standing item – 3G Multi-Sport pitch update – 10 minutes

Resolution: To approve the recommendation of the 3G Multi-Sport working group;

- a) Expression of Interest form and documentation, Appendix A of this report
- b) to use a professional company to do Company Checks –and set aside up to £345 from the already approved Earmarked Reserves to cover the cost.

6.2 Council policies update – 5 minutes

Resolution: To consider the recommendation of Employment, Finance and Strategy Group to approve the following policies;

- i. Member and Officer Relations
- ii. Street Naming
- iii. Non Councillor members
- iv. FOI
- v. Parish Councillor Allowances

6.3 Churchyard Liaison Committee – update report – 5 minutes

Resolution: to note the report of the Churchyard Liaison Committee

6.4 Approval of logo to represent the Parish Council- 5 minutes

Resolution: To decide on the Logo design options in the report

7 CORRESPONDENCE & PARISH ISSUES for decision or noting:

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

8.1 Chairman's Report

8.2 Committee and working group minutes for noting

8.2.1 Planning Committee minutes of 18th March 2024

8.2.2 Road Safety Group meeting minutes 18th March 2024

8.2.3 SCEnic meeting minutes to follow

8.2.4 Communications Group meeting minutes 5th March 2024

8.2.5 3G multi-sports pitch working group meeting minutes 21st March 2024

8.2.6 NDP Review Group meeting minutes 21st February 2024

8.2.7 Employment, Finance and Strategy Group meeting minutes 12th March 2024

8.2.8 Jubilee Field Working Group meeting minutes 4th March 2024

8.2.9 Greener Staplehurst Group meeting minutes of the 21st March 2024 to follow

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

10 URGENT MATTERS

11 SPECIAL MOTION & REPORT

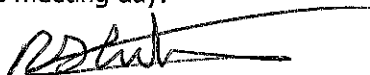
12 CONFIDENTIAL

12.1 Cranbrook Road speed calming project

12.2 Police matter

12.3 Employment matter

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.



Richard Griffiths Parish Clerk 25/3/2024

Parish Council Saturday Surgeries with Borough Councillor Perry (Staplehurst Library 10.00am – 12.00pm)			
Date	Councillor		
30 th March 2024	Borough Councillor John Perry and Farragher		
27 th April 2024	Borough Councillor John Perry and Martin		
25 th May 2024	Borough Councillor John Perry, TBC		
Future Parish Council meeting dates			
22 nd April 2024	7:30pm South Hall Staplehurst Community Centre		
13 th May 2024 - AGM	7:30pm South Hall Staplehurst Community Centre		
To be Confirmed	7:30pm South Hall Staplehurst Community Centre		
Minutes & Agenda Circulation List:			
Chairman: Paddy Riordan			
Vice Chairman: John Perry			
Tarak Ahmed	Mel Alesi	Margaret Arger	Richard Ash
Jose Castro	Joris Eerdeken	Catherine Farragher	Eric Hotson
Ani Martin	Bill Mclaughlin	Kelly Mclean	Alan Pett
Adele Sharp			
Kent County Councillor: Lottie Parfitt-Reid			

STAPLEHURST PARISH COUNCIL

COUNCIL MINUTES

11TH MARCH 2024

Public Forum

A resident raised concerns about the length of time the Youth Club had been closed – keen to get back to their regular sessions. The Frustration is shared by Cllrs – waiting for the contractor to start.

A resident raised a number of points:

- the point about including the “Weavers Cottages” in the potential extension of the Conservation Area. (has already been included for discussion in item 6.5.)
- Resident Survey should have mentioned the Community Centre as the biggest community infrastructure project in the Parish.
- Library User Group have discussed the point raised by Cllr Parfitt-Reid about local management of libraries – very concerned about potential closure, the community group could not do it, it would require Council support.

Borough Councillor’s Report (Standing Item):

Cllr Perry raised a number of points;

- MBC have a sound financial position, however some concerns moving forward i.e. cost of Temporary Accommodation for instance
- Also seeking an EGM to consider the MBC Local Plan

Cllr Riordan raised several points;

- The Consultation on the various Conservation Areas has been well received
- The parade – brick work should be starting 18th March 2024 – three weeks
- Chasing “waste Crime” enquiries
- Raised the point of persistent parking on Green Areas

County Councillor’s Report (Standing item):

Cllr Riordan – read out some comments from Cllr Parfitt-Reid on KCC Budget challenges: Adult Social Care, Childrens Services (closure of Marden Childrens Centre) Roads / Pot holes

Clerk to chase up Tovil Tip and Pot Holer Blitz.

Present: Cllrs Riordan, Ash, Pett, Hotson, Perry, Martin, Alesi, Mclaughlin, Eerdeken, Castro, Sharp, Farragher and the Clerk.

1. APOLOGIES: Cllr Arger

Absent – Cllrs Ahmed and Mclean

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

2. COUNCILLOR DECLARATIONS regarding items on the Agenda:

- 2.1. Declarations of Lobbying - NA
- 2.2. Changes to the Register of Interests - NA
- 2.3. Interests in Items on the Agenda – Cllrs Alesi, Sharp and Castro item 4.4, Cllrs Perry and Riordan item 6.6 and Cllr Sharp, Farragher and Hotson item 6.4
- 2.4. Requests for Dispensation - Cllrs Alesi, Sharp and Castro item 4.4, Cllrs Perry and Riordan item 6.6 and Cllr Sharp, Farragher and Hotson item 6.4 requested dispensation to speak and vote – Cllr Mclaughlin proposed and Castro seconded to approve – agreed unanimously

3. APPROVAL OF FULL COUNCIL MINUTES:

Pages 2198 – 2202 19th February 2024 available at (staplehurst-pc.uk) Cllr Ash proposed and Cllr Eerdekenes seconded to approve the minutes – agreed Majority; For 11, against 0 abstained 1 Duly signed by Councillor Riordan

4. FINANCE REPORTS & PROPOSALS**4.1 Payment list**

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

<u>Approved Payments 14th February - 6th March 2024</u>	<u>Amount</u>
JBH Refurbishments Ltd - Youth Club Building Work 30% Deposit	1,937.88
Lehane Property Maintenance - Bell Lane Toilet Door Repairs	55.00
Signs of Cheshire Ltd - Parish Noticeboard 2/2	1,263.00
Kingsfords Solicitors - Lease Surrender JFMC	785.20
P&F Cleaning Services - Bell Lane Toilets Clean/Open/Sun Feb	995.00
Paxman Printing - Spring Update & Artwork	888.00
Payroll & Pension Costs - February	7080.87
Staplehurst Community Centre - Office Rental Jan-Mar	1,050.00
Staplehurst Community Centre - Room Hire Jan-Mar+ October EGM	390.00
Castle Water - Youth Club Water January	7.19
Worknest Ltd - HR Support	645.00
JBPH Contractors Ltd - Blocked Drain Bell Lane Toilets	150.00
Streetlights - Install LED Lights Nicholson Walk	2,100.00
Choice Support - Planter Maintenance February	410.80
Hugofox Limited - Silver Subscription March	23.99
Adobe Systems - Monthly Subscription Feb-Mar	19.97
BT - Broadband & Phone Charges Feb-Apr	223.80
Telecoms World - Virtual Phone No. SEHT	11.99
Npower - Street Light Energy January	145.81
British Gas Lite - Parish Office Electricity Jan-Feb	207.69
Countrystyle Recycling - Waste Collection January	76.85
British Gas Lite - Bell Lane Toilets Electricity Jan-Feb	35.02
British Gas Lite - Surrenden Pavilion Electricity Jan-Feb	37.64
Sage Payroll - March	9.60
Arron Services Ltd - Hosted Exchange March	271.32
TOTAL CURRENT ACCOUNT EXPENDITURE	18,821.62
TOTAL PETTY CASH EXPENDITURE	2.50

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

4.2 Summation and Balance sheet

Noted

4.3 Contracts for approval

Following a debate Cllr Hotson proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously

Resolution: To consider the recommendation of Employment, Finance and Strategy Group to approve the contracts

- Computer serving – Arron Services £650
- Water at Bell Lane Toilet – Business Stream - £565
- Sani-bin maintenance at Bell Lane Toilets – Eco-sani Ltd - £95
- Wimpey Field water – Business stream - £150
- Surrenden Field Water - Business Stream - £300
- Website silver subscription – Hugo Fox Ltd - £239.88

(Budget Code various)

4.4 SEHT Grant application

Following a debate, where the Clerk confirmed that the Council insurance could cover the group with interim insurance until SEHT had their own insurance Cllr Riordan proposed and Cllr Eerdekins seconded to approve the resolution below – agreed by majority; For 11 against 0 and Abstained 1.

Resolution: To consider the recommendation of Employment, Finance and Strategy Group to approve a grant of £1,000 to Staplehurst Emergency Help Team

(Budget Code – Grants and Donations)

4.5 Hen and Duckhurst Allotments

Following a debate which highlighted minor amendments on the Transfer Document and Tenancy Documents. Cllr Mclaughin proposed and Cllr Ash seconded a motion to delegate to the Clerk in consultation with the Chairman and Cllr Pett the final amendments to the Transfer Document (Appendix A) and the Tenancy Document (Appendix B) – approved unanimously.

Following a debate which highlighted the need for allotments in Staplehurst, the long term desire to have allotments plus the preference for water troughs Cllr Eerdekins proposed and Cllr Farragher seconded resolution below – agreed unanimously

Resolution: to approve;

- i. to delegate to the Clerk in consultation with the Chairman and Cllr Pett the final amendments to the Transfer Document (Appendix A) and the Tenancy Document (Appendix B) the Transfer document in **Appendix A** and the Allotment Tenancy Document in **Appendix B**
- ii. purchase 8 plot markers, estimated £30
- iii. approve the installation of 2 water troughs instead of 2 standpipes and cap the third standpipe – for a fee up to £1,247 + vat

(Budget – Allotments Earmarked Reserves)

5. 4.6 Jubilee Field Working Group report

Following a debate which highlighted the group had strived for three quotes for 30 internal doors and part of the long term maintenance, but only be able to obtain 2 quotes, Cllr

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

Eerdekens proposed and Cllr McLaughlin seconded to approve the resolution below – agreed by majority; For 11 against 0 and Abstained 1.

Resolution: To consider the Jubilee Field Working Group recommendation to approve;

- i. Football Five Star use of Jubilee Field, £2.50 per head
- ii. Approve the appointment of Fagg to paint the pavilion internal doors for a fee of £2,850 plus VAT

(Jubilee Field Budget Code)

5 CLERKS REPORT ON OUTSTANDING MATTERS

Clerk raised some the purchase of a trial Cleaner for Bus Shelter £8.20 – report back on how effective it has been

Street lights at Nicolson Walk have been fixed.

Clerk also raised item 2180/43 installation of Parish Noticeboard - three quotes have been obtained and £650, £650 and £320 (Hartlake) therefore seek Council approval to appoint Hartlake at £320 plus VAT to install new Parish Notice Board.

Cllr Eerdekens proposed and Cllr Riordan seconded to appoint Hartlake to install Parish Notice Board £320 plus VAT.

Cllr Eerdekens asked about the Sainsbury Shuttle Bus – Clerk has requested usage data.

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Standing item – 3G Multi-Sport pitch update

Following a debate where the strengths and weakness of the management options were discussed – the general feeling was it would be better if there was one contact / contractor for the site.

The option of the tree survey / maintenance should be flexible as it is part of the Parish Wide Tree Survey.

Cllr Hoston raised the point about the limited number of Cllrs attending the 3G group meetings, this is the Parish Councils biggest project and more input from the Council members is required. We are considering contracting out the Council's biggest asset. Cllr Hotson requested a named vote.

Cllr Eerdekens proposed and Cllr Farragher seconded option B
 For 7 (Cllrs Eerdekens Farragher, McLaughlin, Ash, Riordan, Perry and Martin)
 Against 4 (Cllrs Hotson, Pett, Sharp and Alesi)
 Abstained 1 (Cllr Castro)

Resolution: to approve the long term management **Option B - Whole site**

- 3G pitch and Pavilion
- Main grass pitch (note SMFC do extra work to keep to SCEFL standards)
- New junior pitch
- General grounds maintenance
- Skatepark (events)
- Car park

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

Parish Council retain Tree Survey and Tree management as part of Parish wide contract plus boundary ditches
(Excluding Girl Guides Centre due to separate lease)

Following a further debate, Cllr Eerdeken's proposed and Cllr Mclaughlin seconded to approve the resolution below – agreed by majority; For 9, Against 1 and 2 Abstained

Resolution:

- Council to draft a management bid
- Develop an Expression of Interest form and documents for the next Council meeting
- Reconfirm that we are following the Football Foundation Project Management framework – summarised in **appendix B** and set out in the report.

6.2 Review of GDPR policies

Following a debate Cllr Eerdeken's proposed and Cllr Ash seconded to approve the resolution below – agreed by majority; For 10 against 0 and Abstained 2.

Resolution: To consider the recommendation of Employment, Finance and Strategy Group to approve the following GDPR policies;

- i. Breach Notification Policy – Appendix A
- ii. General Privacy Policy – Appendix B
- iii. Internal Privacy Policy – Appendix C
- iv. CCTV Policy – Appendix D
- v. Document Retention and Dispersal policy – Appendix E
- vi. Subject Access Request Policy – Appendix F
- vii. Adopt a more standard Policy Style as shown in report

6.3 Housing Needs Assessment 2023

Following a debate which emphasised that the report provided evidence for many of the arguments we have been making over the years regarding housing mix and need especially. It will be valuable for the NDP Review and Planning Committee comments. The report was welcomed.

6.4 Council IT Review

Following a debate which highlighted the importance of reliable WIFI via a cable in meeting rooms and although this has been discussed for some time we need to formally write to the Staplehurst Community Centre, Cllr Farragher proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously.

Resolution: To;

a) write to Staplehurst Community Centre Trust to;

- i. confirm if they are going to install independent WIFI for public use to the South Hall, and if so by when?
Or
- ii. Could the Parish Council connect the WIFI from the Parish Office via cables along the outside wall of the Community Centre and then into the South Hall and fit a WIFI box in the South Hall for Parish Council use only

b) Council to research alternative venues for Council meetings

6.5 Draft Staplehurst Conservation Area Appraisal and Management Plan consultation report

Following a debate, where Cllrs were asked to forward any comments on the Non-Designated Heritage Asset list to the Clerk by Thursday 14.3.2024 12noon, Cllr Riordan proposed and Cllr Ash seconded to approve the resolution below – agreed unanimously
Signed by Chairman.....Date.....

Resolution: To submit the Staplehurst Parish Council feedback report, as attached in **Appendix A** of this report, to Maidstone Borough Council on the draft Staplehurst Conservation Area Appraisal and Management Plan 2024

Cllr Martin proposed and Cllr Sharp seconded to recommend to suspend Standing Orders and extend the meeting by 30minutes – agreed unanimously

6.6 Lodge Road Link Road

The Council noted the Planning Enforcement response and await the revised planning application for the remaining Lodge Rd with interest.

6.7 Summer Events 2024

Following a debate Cllr Riordan proposed and Cllr Sharp seconded to approve the resolution below – agreed Unanimously.

Resolution: to approve the following events in 2024

- MVCP – Bio Blitz – 29th May – Wimpey Field
- SCEG 5K and 10K RUN - approx. 8am to 1pm Sunday 26th May
- D-Day 80th Anniversary – 6th June SCEG organise in Surrenden Field
- SCEG SUMMER FETE Saturday 29th June - 8am to 6pm
- Skate Jam – 30th July – Jubilee Field Skate park run by Rubicon
- Family Funday – first week of August in Surrenden Field (Youth Services) – date to be confirmed
- Theatre in The Park - 21st August – Parkwood Theatres
- We are currently waiting to firm up Playscheme dates as well – End of July early August – which is based in the primary school but links in with Wimpey Field.

Following a debate which highlighted the concerns from previous Fun Fairs in the Parish and concluded that we should not allow Fun Fairs on Parish land, i.e. Surrenden Field or Jubilee Field, Cllr Eerdeken proposed and Cllr Riordan seconded to approve the resolution below – agreed Unanimously.

Resolution To not allow a Fun Fair on Parish Land in 2024

7 CORRESPONDENCE & PARISH ISSUES for decision or noting:

Note a series of emails and requests for yellow lines to address the “commuter parking” around the village side roads. Notably Limes Trees, Poyntell Rd and Cornforth Close among others.

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

8.1 Chairman’s Report

The Chairman raised a number of points

The “emergency water expires in May 2024” confirmed that other organisations can use the water and we will be re-stocked.

Requested the Fire and Electrical Certificate for the Staplehurst Community Centre as we have staff offices and meeting in the building.

The Community Payback Team – last weekend for some time – relocated the planters in the Parade area.

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

8.2 Committee and working group minutes for noting

8.2.1 Planning Committee minutes of 26th February 2024

8.2.2 Road Safety Group meeting minutes 22nd February 2024

8.2.3 SCEnic meeting minutes 11th January 2024 and 29th February 2024

As soon as we know the date of the works organise a "working party to move equipment and tidy up the Youth Club"

8.2.4 Communications Group minutes meeting 5th March 2024 to follow

8.2.5 3G multi-sports pitch working group meeting minutes 15th February 2024

8.2.6 NDP Review Group minutes 31st January 2024

8.2.7 Employment, Finance and Strategy Group meeting minutes 13th February 2024

8.2.8 Jubilee Field Working Group meeting minutes 12th February 2024

8.2.9 Greener Staplehurst Group meeting to be confirmed

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

10 URGENT MATTERS

CLlr Riordan raised the issue that he had been lobbied by the Under 5 Playground regarding use of the Staplehurst Community Centre – Noted.

Meeting closed.....10pm.....

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

STAPLEHURST PARISH COUNCIL

<u>Approved Payments 7th March - 25th March 2024</u>	Amount
SLCC - Annual Subscription RG	318.00
Kent County Council - MVCP Volunteer Days Wimpey Field	1000.80
Homeleigh Timber - Bus Shelter Cleaning Solvent	8.39
CSG Global Education Ltd - Stationery	68.74
Amazon UK Ltd - Stationery	15.90
HMRC - Tax & NI February	1885.08
CNB Housing Insights - Project Fee & Expenses	1080.56
P&F Cleaning Services - Bell Lane Toilets clean/open/sun Mar	995.00
SEHT - Start-up Grant	1000.00
Payroll & Pension Costs - March	7216.20
Kingsfords Solicitors - Transfer of Allotments to SPC	1274.20
Sainsbury's - Office Sundries	13.80
Defibs.co.uk - Defibrillator Battery Replacement	410.00
Adobe Systems - Monthly Subscription Mar-Apr	19.97
Pozitive Energy - Electricity Youth Club February	52.22
Business Stream - Surrenden Pavilion Water Nov-Feb	22.34
Business Stream - Wimpey Field Water Nov-Feb	26.90
Business Stream - Surrenden Pavilion Annual Waste Water	137.93
KCC - Youth Club Lease Purchase Apr-June	212.50
Telecoms World - Virtual Phone Number SEHT	11.99
Lloyds Bank - Charges March	7.00
TOTAL CURRENT ACCOUNT EXPENDITURE	15,777.52
TOTAL PETTY CASH EXPENDITURE	0.00

STAPLEHURST PARISH COUNCIL ANTICIPATED BUDGET -V- EXPENDITURE 2023-2024

	Budget £ and p	Actual/projected to Year End £ and p	Actual -v- Budget
General Parish Services	88,609.55	101,319.66	-12,710.11
Allotments	1,000.00	0.00	
CCTV	1,796.90	3,110.28	
Christmas Lights	3,376.00	3,485.51	
Churchyard	8,625.00	6,841.67	
Greens, Trees and Tubs	8,337.96	6,686.57	
Jubilee Field Maintenance	3,880.00	5,813.27	
Neighbourhood Plan - NPRG	5,000.00	8,802.47	
Playscheme	2,000.00	1,690.77	
Projects	8,553.69	6,242.54	
Public Toilets	17,190.00	12,420.49	
Skatepark	8,470.00	9,427.37	
Street Lighting & public furniture	2,500.00	6,476.49	
# Surrenden Field Maintenance	6,300.00	21,554.29	
Village Update & Website	7,120.00	3,643.86	
SEHT	0.00	0.00	
Wimpey Field	4,460.00	5,124.08	
Youth Services	9,770.00	16,742.90	-6,972.90
Club Site Lease	850.00	1,062.50	
# Building maintenance and equipment	8,920.00	15,680.40	
Council Administration & Support	28,019.00	23,798.81	4,220.19
Courses and Training	2,000.00	841.55	
Hire of Halls	1,445.00	1,548.25	
Insurance	3,232.00	3,150.52	
Running costs	17,757.00	14,953.58	
Office Equipment	550.00	0.00	
Subscriptions	3,035.00	3,304.91	
Staff	115,698.00	109,165.09	6,532.91
Other Expenses	20,110.00	20,947.54	-837.54
Audit	1,110.00	1,030.00	
Chairman's discretionary budget	1,000.00	760.64	
Donations & Grants	3,000.00	16,800.00	
Professional Fees	10,000.00	2,356.90	
Election Costs	5,000.00	0.00	
TOTAL REVENUE EXPENDITURE	262,206.55	271,974.00	-9,767.45
Reserves	190,663.14	9,192.90	181,470.24
General Fund	114,313.88	0.00	114,313.88
Allotment Land Purchase Fund	10,000.00	0.00	10,000.00
Surrenden Playing Field Project	26,500.00	0.00	26,500.00
Jubilee Field	15,000.00	0.00	15,000.00
Greener Staplehurst Group	200.00	0.00	200.00
Wimpey Field	1,000.00	0.00	1,000.00
Youth Club Activities & Equipment	2,899.26	1,500.00	1,399.26
Youth Club Building	15,000.00	2,767.90	12,232.10
# Balance b/fwd for future budget	5,750.00	4,925.00	825.00

Actual Expenditure includes actual and committed expenditure to date.

Reserves Held for sole use by the following	310.00
Warden (Memory Café)	310.00

SIGNED by two Councillors to confirm authenticity



Mrs DA Jenkins
Responsible Finance Officer
Prepared on 25/03/2024

BALANCE SHEET at 25/03/2024

Bank balances		Date last reconciled
PC Current Account	743.46	25/03/2024
PC Deposit	62,099.61	25/03/2024
Nationwide 95 Day Saver	84,184.22	04/05/2023
Unity Trust Bank	86,634.90	10/01/2024
Petty Cash	16.19	25/03/2024
TOTAL cash and bank accounts	233,678.38	

Debtors/Creditors

PAYE	-1,886.86
VAT	3,320.47
NET Debtors/Creditors	1,433.61
	235,111.99

Reserves

Parish Council All Funds	234,801.99
Warden Community Alcohol Project	0.00
Warden Memory Cafe	310.00
Warden Youth Project	0.00
Staplehurst Covid-19 EHT	0.00
	235,111.99
	235,111.99

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 . MBC has paid SPC **£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. Due 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.



STAPLEHURST PARISH COUNCIL

Council, Committee, Working Group	Council
Meeting Date Time & Venue	2 nd April 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	Clerk
Item & Title	Contract Fees
Purpose	To consider some annual contract fees
Resolution	to approve the contract fees in Appendix A of this report
<u>Background</u> The Employment, Finance and Strategy group usually consider contract fees prior to Council, but due to timing Council are asked to approve the contract fees as set out in Appendix A .	
Background papers are available on request	

STAPLEHURST PARISH COUNCIL

Council, Committee, Working Group	Council
Meeting Date Time & Venue	2 nd April 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	Clerk
Item & Title	Housing Needs Survey
Purpose	To approve the final payment
Resolution	To approve the final payment of £900.47 + VAT – as shown in Appendix A of the report
<u>Background</u> The Housing Needs Survey was reported at the latest Council meeting (2207/6.3). The final part of their contractual payment is attached in Appendix A and includes expenses.	
Background papers are available on request	

STAPLEHURST PARISH COUNCIL

Council, Committee, Working Group	Council
Meeting Date Time & Venue	2 nd April 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	Clerk
Item & Title	MVCP Memorandum of Agreement for Wimpey Field
Purpose	To consider the MVCP Memorandum of Agreement for Wimpey Field
Resolution	To approve the MVCP Memorandum of Agreement for Wimpey Field
<u>Background</u>	Medway Valley Countryside Partnership (MVCP) are our partners in the management of Wimpey Field. Their Memorandum of Agreement for Wimpey Field – 2024/25 is attached in Appendix A , the figure of £2,730 +VAT is within the Council budget for 2024/25.
Background papers are available on request	

Clerks Report March 2024					
Green on track	Amber needs chasing	Red urgent work required	Completed	Status	
Page no	Action	Responsible	Update		
2048/6.4	Flood Action Plan - implementation	SEHT	Collate information to provide evidence SEHT now taken on as part of their work., will report back	SETH report – in 2024	
2067/PF 2105/ PF	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.	Will report back	
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	Spring 2024	
2069/4.4	Review Council IT services and report back in summer 2023	Office / Finance and Strategy Group	Initial Report to Council, waiting for SCCT response on Wifi in South Hall	Ongoing	
2089/5 2041/4.5 2069/6.1 2182/6.4	Need to review long term future of the Youth Club	SCenic Group	Aiming for works to be completed ASAP Need working group to tidy up Reopen ASAP	Ongoing	
2079/6.2 2201/21.1 2205/4.5	Parish Allotments	Clerk	Signed and dropped off to Solicitors, will be dated and legally transferred once BDW Homes have finished off tarmac at entrance.	Winter 2024	
2081/6.5	Yellow lines	RSG	See correspondence, RSG report to next Council meeting	Awaiting update	

2081/7.1	S106 funding for station	Clerk	Circulate notes and added to Local Plan Review – community infrastructure 12.11.23, chased up 5.2.24 and 1.3.24	Awaiting update
2086/6.1	Report back on Parish Council Logo	Communications group	Waiting for final report and clarification of permission – see email circulated 5.3.24	Spring 2024
2200/6.3				
2108/6.3	Progress Cranbrook Road survey for pelican pedestrian crossing, footpath / bus stop improvements and 30mph signage / area	Clerk	See report to Council	
2111/8.1	Contact KCC about sign knocked down at Hawkenbury Bridge	Clerk	Joint letter with Headcorn Parish Council sent to MP, leader of KCC, local KCC councillors and candidates in next election. Response from Helen Grant - circulated	On track
2174/6.3				
2118/4.1	Write to MBC Planning regarding "lack of link road" and seek Counsels Advice	Clerk	Noted MBC Planning Enforcement response (11.3.24)	Ongoing
2449/6.2				
2170/6.3				
2175/6.6				
2145/PF	White lines at Marden Road / A229 crossroads need repainting – causing delays	Clerk	Wrote to KCC 12.10.2023 -Enquiry number 750466 – Feedback from KCC highways that aiming for spring 2024	On track
2168/48	New Parish Noticeboard	PSO	Aim for installation before end of March 2024	On going
2180/43				
xxxxxx				
2175/7	RSG consider crossing near Church	RSG	Note RSG minutes	On track
2181/4.4	Installation of water troughs at allotments	RFO	Waiting for legal ownership then install	On track
2182/6.3	Residents Survey	POA	Included in Village Update and online version – closing date 8 th April 2024	On track
2183/6.6	Church yard Liaison Committee	Clerk	See report	On track
2191/PF	Potential "permissive access" around Jubilee Field	Clerk	Feed into site design	On track

2192/PF	3G pitch business plan	Clerk	Feed into ongoing business plan and report back to Council prior to submission to Football Foundation.	On track
2196/6.2	Surrender Document for JFMC Trustees agreed	Clerk	Completed – formal managed by Council from 1 st April 2024 - JFWG	Completed
2196/6.3	Village Clean Up agreed 13.4.24	Clerk	Being promoted – Cllrs into schools and youth groups	On track
2197/12.1	Police report Clerk ask police for formal report, limited response	Clerk	Trial of link to Police website in Agenda. Requested report 12.2.24	On track
2197/PF	Clerk contact Police Commissioner		Contacted Police Commissioner 20.2.24, Circulated the response 1.3.24	On track
2199/5	Seek usage data of Sainsbury Shuttle Bus	Clerk	Liaise with Sainsbury's and report back, requested monthly usage figures	On track
2199/5	Need to clarify Girl Guides lease at Jubilee Field	JFWG	Report to JFWG, liaising with Girl Guides legal team and waiting for a report back to JFWG and then onto Council	On track
2200/6.4	Council Video	Chairman	Restart video 19 th July 20204	On track
2201/8.1	Surrenden Field playground gate	Clerk	Check gate closure checked, ok.	On track
2201/ 8.2.8	Door painting (JFMC)	Cllr Sharp	Agreed, waiting for start date	On track
2203/PF	Clerk to write to Cllr Parfitt-Reid regarding future of Tovil Tip and Pot Hole Blitz	Clerk	Wrote 20.3.24	On track
2206/4.6	Five Star football holiday football	Clerk	Sent documents	On track
2206/4.6	Paint internal doors – £2850	RFO	Sent order	On track
2206/6.1	Jubilee Field – consider Expression of Interest Form	JFWG	See report	On track

2206/6.1	Council management bid	JFWG	Bring to meeting 22.4.24	On track
2207/6.2	Update GDPR polices	Clerk	Done and on website	Completed
2207/6.4	Request SCCT to provide WIFI or Council provide WIFI into South Hall	Clerk	Waiting for response	Ontrack
2208/6.5	Feedback to MBC on Staplehurst Conservation Area Appraisal and Management Plan	Clerk	Done 15 th March 2024, await revised documents Awaiting a meeting on "design code"	Completed

STAPLEHURST PARISH COUNCIL

Council, Committee, Working Group	Council
Meeting Date Time & Venue	2 nd April 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	ClIr Riordan
Item & Title	3G Multi-Sport pitch update report
Purpose	To consider the Expression of Interest documents for the long term management of the Jubilee Field if the 3G pitch is built
Resolution	To approve the recommendation of the 3G Multi-Sport working group; <ul style="list-style-type: none"> i. Expression of Interest form and documentation, Appendix A of this report ii. to use a professional company to do Company Checks –and set aside up to £345 from the already approved Earmarked Reserves to cover the cost.

Detail

The Council meeting 11th March 2024 (2206/6.1) the Council agreed the following in relation to the long term management of the Jubilee Field

“to approve the long term management Option B - Whole site

- 3G pitch and Pavilion
- Main grass pitch (note SMFC do extra work to keep to SCEFL standards)
- New junior pitch
- General grounds maintenance
- Skatepark (events)
- Car park

Parish Council retain Tree Survey and Tree management as part of Parish wide contract plus boundary ditches

(Excluding Girl Guides Centre due to separate lease)”

The Council’s procurement or tendering process is set out the Standing Orders and Financial Regulations; in simple terms a contract of this size process would be;

- Advertise for Expression of Interest
- Assess Expression of Interest
- Reduce to a manageable number of potential contractors
- Invite potential contractors to Tender
- Assess bids and appoint preferred bidder
- Final negotiations with preferred bidder
- Appoint contractor
- Pre-contract period
- Contractor on site

This report focuses on the Expression of Interest phase of the procurement process.

STAPLEHURST PARISH COUNCIL

Background

The 3G Multi-Sport Working Group discussed a draft Expression of Interest process, form and documentation required.

The Parish Council should register with Kent Business Portal – this is free to Local Authorities

All the forms, documentation and questions / answers are loaded into the Kent Business Portal and submissions from interested parties are via the portal.

The Expression of Interest Form includes a project summary, timescale, supporting documents, form to be completed, valuation and scoring criteria – see **appendix A** of this report.

The key points we wish to clarify from those interested parties are;

- Abide by agreements on site
- Background, experience and financial checks
- References
- What added value could they bring to the project

With regards financial stability we can do company searches via a professional company.

An initial quote for this service for up to 10 companies would be at a cost to the Council up to £345 plus VAT. We would seek two other quotes.

Budget - NA

Background papers are available on request

Expression of Interest to manage the Jubilee Field

Location – Jubilee Field, Headcorn Rd, Staplehurst, Kent TN12 ODS

Reference number – xxx (from Kent Business Portal)

Published – xxx 2024 (dated published on Kent Business Portal)

Closing date: - XXX 2024 (6 weeks from published date)

Closing time – 5pm on closing date 2024

Contract start date – to be confirmed – May 2025

Contract length - 15 years with option to extend

Contract end date – 15 years from start date

Contract type - Management service contract

Procedure type – Open

Is contract suitable for SME's – Yes

Is contract suitable for VCSE's - Yes

Summary of site and contract

Staplehurst Parish Council is working in partnership with Football Foundation, Maidstone Borough Council, Staplehurst Monarchs FC, Staplehurst Monarchs YFC and the Girl Guides to develop a 3G pitch at the Jubilee Field.

The management contract will be subject to;

- a) successful planning application,
- b) successful submission to the Football Foundation and construction of the 3G pitch.

The management contract will include 1 x floodlight 3G pitch, 1 x 11 v 11 junior grass pitch, 11 v 11 floodlight adult grass football pitch, grounds maintenance of site, pavilion with 4 changing rooms, 2 x referee changing rooms, toilets, small kitchen and lounge plus car parking and skate park.

As the management contract is for 15 years we would welcome any initial ideas for investment into the service or site over 15 years.

The Parish Council would retain Tree Survey and Tree management as part of Parish wide contract plus boundary ditches at the Jubilee Field. The Girl Guides Centre has a separate lease and will not be part of the management contract.

The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC are invested stakeholders in the site and will be keyholders at the site.

SMFC are seeking permission for a Clubhouse.

Project Timeframe

Planning permission – submit by May 2024

Planning Decision – July 2024

Submission to Football Foundation for funding July 2024

Football Foundation Decision – October 2024

Construction early - 2025

Opening – summer 2025

Supporting information

- Plan to go to Planning permission
- Football Foundation Terms and Conditions

A) Pavilion

B) Sporting lights

C) Indicative for the 3G pitch

- Girl Guides lease with cover note explaining changing from Underlease with JFMC to lease with Parish Council

What information do we require

Company details / background

Status – Company / Trust / Charity

Any subcontractors who may manage the site or provide a key element of the service

3 years company accounts Or for new a Company / Trust – guarantor details

Copy of Public Liability Insurance

Request for references – contact details of management of similar sites, preferable 3G pitch sites

Confirm you have read and understand Football Foundation Terms and Conditions

A) Pavilion

B) Sporting lights

C) Indicative for the 3G pitch

and will abide by them if you are successful

Confirm you have read and understand Girls Guides lease and cover note

Confirm that you will work with The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC as invested stakeholders in the site.

Any added value you believe your organisation has to offer to enhance the service or the development of the site.

Assessment criteria scoring

Assessment Criteria	Weighting Percentage
Confirm read, understand and will abide by the various Football Foundations terms and conditions	Yes / No
Understand the Girl Guide Lease	Yes / No
Confirm understand that The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC are stakeholders in the site	Yes / No
Assessment	
Financial checks	40%
Experience of similar size projects, preferable 3G	25%
Quality References	25%
Added value	10%
Total	100%
Scoring 1- 10	

Scoring Matrix		
Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response.
8	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
6	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
4	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

2	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Submission Information

Staplehurst Parish Council intends using Kent Business Portal throughout this procurement exercise.

Potential suppliers need to

- If not already registered, register your company with the Kent Business Portal
- You can make enquiries and seek clarifications (up to one week before the closing date)
- Complete the Expression of Interest form
- You need to submit by xxx 2024.

Expression of interest Form – to be completed and returned by XXXXX

Contract to manage Jubilee Field, Headcorn Road, Staplehurst	
Details of the Company that will be contracted to manage the site	
Summary of Company Background	
Status of Company	
Subcontractors / partner organisations who would be involved in managing the site	
Last 3 years company accounts - or details of Guarantor if less than three years in operation	
Copy of Public Liability Insurance	

References x 2 – contact details of references for similar type of sites that you manage – preferably with 3G pitches	
Confirm that you have read, understand and agreed to abide by the Football Foundation Terms and Conditions A) Pavilion B) Sporting lights C) Indicative for the 3G pitch	
Confirm you have read and understand Girls Guides lease and cover note	
Confirm that you will work with The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC as invested stakeholders in the site	
Brief description of any added value you can bring to the service or development of the site	

STAPLEHURST PARISH COUNCIL

Council, Committee, Working Group	Council
Meeting Date Time & Venue	2 nd April 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	Clerk
Item & Title	Council policies update
Purpose	To consider the amended policies
Resolution	To consider the recommendation of Employment, Finance and Strategy Group to approve the following <ul style="list-style-type: none"> i. Member and Officer Relations ii. Street Naming iii. Non Councillor members iv. FOI v. Parish Councillor Allowances
<u>Background</u>	
<p>The Employment, Finance and Strategy group considered a range of policies as part of the ongoing review of Council policies.</p> <p>The group recommended the following for adoption;</p> <ul style="list-style-type: none"> i. Member and Officer Relations – Appendix A – same as before ii. Street Naming – Appendix B – amend to include all War Memorials iii. Non Councillor members – Appendix C – amend to “follow KALC guidance” iv. FOI – Appendix D – same as before v. Parish Councillor Allowances – Appendix E – new policy formalising the annual process 	
Budget - NA	
Background papers are available on request	

STAPLEHURST PARISH COUNCIL

MEMBER AND OFFICER RELATIONS POLICY

1. Introduction

- 1.1 This Member and Officer Relations Policy states the roles of Members and Officers (and Non-Councillor Members) and sets out the key principles that apply to relations between Members and Officers when performing those roles. All relations shall be conducted:
- a) with respect for others and in a way which promotes equality.
 - b) with honesty and integrity.
 - c) acknowledging the duty to uphold the law and act in accordance with the trust placed in them by the public.
 - d) in a way that promotes objectivity, accountability and openness.
 - e) acknowledging the duty of confidentiality that exists in relation to information given in confidence and information which the Council is entitled by law to treat as confidential
 - f) with a view to establishing and promoting positive working relationship.

2. Role of Members

- 2.1 All Members will act collectively to exercise the responsibilities and carry out the functions of the Parish Council in accordance with its governing regulations and policies and relevant legislation.

3. Role of officers

- 3.1 The role of Officers is to work for and serve the Council as a whole. They implement the operational decisions which the Council takes and provide advice and support to all Members.
- 3.2 Such support must be given in equitable manner
- a) To ensure that all relevant matters are taken into account, Officers shall be entitled to offer advice at meetings of all member bodies if they believe it is necessary.
 - b) Where an officer feels that his/her neutrality or integrity is being compromised in any
 - c) way, he/she shall notify the Parish Clerk. In the case of the Parish Clerk, he/she will notify the Chairman of the Council or seek advice from SLCC or KALC.
- 3.2 The Deputy Clerk & Finance Officer will responsible in all circumstances relating to Responsible Finance Officer reports.

4. Relations generally

- 4.1 Both Members and Officers are involved in public service. However, their respective roles are quite different:
- a) Members are responsible to the electorate.

- 4.2 While serving the Parish Council, Officers (other than the Parish Clerk) answer to the Parish Clerk.
- a) The Parish Clerk (Officer) is responsible to the Council.
- 4.3 Individual Members are not permitted to give instructions to employees, unless specifically authorised to do so by the Council. Individual Members may make requests to employees.
- 4.4 Officers are to provide appropriate advice to Members with impartiality. Such advice must be given in an equitable manner. Members must respect the neutrality of Officers.
- 4.5 Mutual respect between Officers and Members is essential to good local government and working relationships should be kept on a professional basis.

5. Specific Relations

- 5.1 Whilst there is necessarily going to be a close working relationship between certain Members (e.g. the Chairman of the Council, Chairs of Council Committees and Groups) and the Parish Clerk and other senior Officers, such relationships should not override the Officer's responsibility to the Council as a whole.
- 5.2 It is accepted that the Officers, while remaining neutral, will inevitably give advice on a wider range of issues and on a more regular basis to the Chairman of the Council and Chairs of Committees and Groups. For their part, the Chairmen will respect the neutrality of the Officers and accept that Officers are obliged to respond positively to requests from other Members for appropriate advice, guidance and information relevant to any issues under consideration.

Members of Multiple Council's and Officers

- 5.3 Some Members of the Council may be members of other bodies, with an important role to play in their Borough Ward or County Council Division, whilst also being a Member of the Parish Council. This could include responding to the concerns of their electorate, meetings with partners and serving on outside organisations.
- 5.4 It is important that these Members utilise the Parish Council resources only for Parish Council business, particularly where the Member can obtain advice, guidance or information for Borough or County Council business from these bodies' respective Officers.

Non-Councillor Members and Officers

- 5.5 Non-Councillor Members shall follow and shall be treated in accordance with the principles set out in this Policy. Additionally, any duties of confidentiality which they owe to the body they are representing shall be respected.
- 5.6 Non-Councillor Members shall have the same right to advice from Officers on Council-related matters as Members have.

6. Member Access to Documents and Information

- 6.1 Members have certain statutory rights to access documents and information arising out

of their role as a Member.

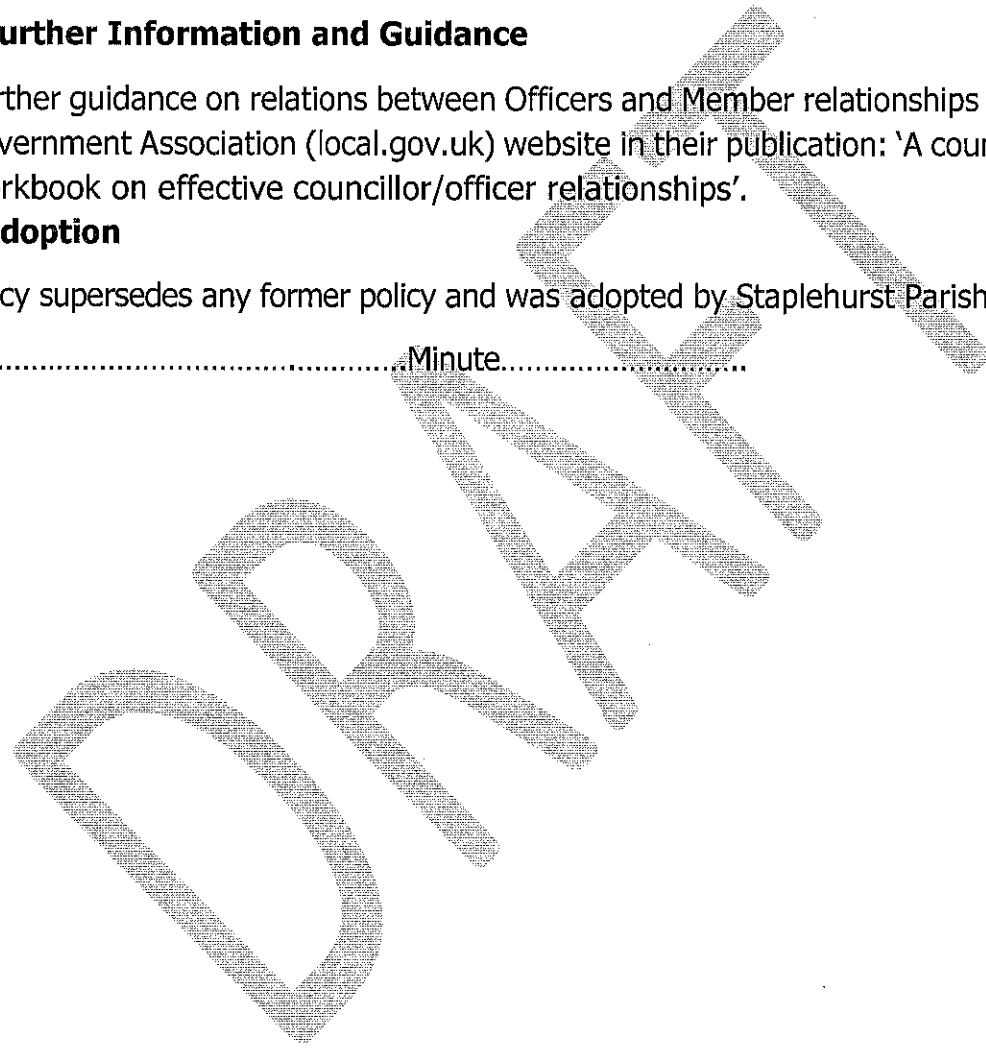
- 6.2 In the absence of a specific statutory right, Members can only access Council documents and information if it is reasonably necessary for the purpose of performing their duties as a Member.
- 6.3 There is no automatic right of access, no right to a roving commission to examine documents – the need to know must be demonstrated by the Member concerned. Any matters of dispute are to be resolved by the Parish Clerk, having regard to legal precedent.

7. Further Information and Guidance

- 7.1 Further guidance on relations between Officers and Member relationships on the Local Government Association (local.gov.uk) website in their publication: 'A councillor's workbook on effective councillor/officer relationships'.

8. Adoption

This policy supersedes any former policy and was adopted by Staplehurst Parish Council onMinute.....



STAPLEHURST PARISH COUNCIL

STREET NAMING POLICY & PROCEDURES

DRAFT

1. INTRODUCTION

- 1.1 Street Naming and Numbering is a statutory service Borough/District Councils undertake to issue and officially register postal addresses within the relevant borough/district.
- 1.2 For Staplehurst, Maidstone Borough Council (MBC) is the authority responsible for the statutory service of Street Naming and Numbering.
- 1.3 Individuals and developers must not allocate their own house numbers, buildings or street names or request this through the Parish Council; application must be made to MBC.

2. PARISH COUNCIL INVOLVEMENT

- 2.1 It has become customary for MBC and/or developers to consult the Parish Council on proposed street names in the parish.
- 2.2 The Parish Council, as consultee, will respond to MBC and/or developer with its comments on proposed street names.
- 2.3 The final decision on street naming rests with MBC. The Parish Council is afforded the opportunity to comment and make recommendations only.

3. PARISH COUNCIL'S STREET NAMING POLICY

- 3.1 The Parish Council will aspire to influence developers/MBC that street names will fall into one of the following categories:
 - a) Service personnel whose names appear on the village's War Memorials;
 - b) Individuals that have contributed to the parish of Staplehurst ("village worthies"); or
 - c) Names that relate to the location of the proposed street, especially field names, or by another geographic or historical connection.

4 THE PROCEDURE

- 4.1 The Parish Council will review the proposed street name(s), undertaking such local consultation as it deems appropriate.
- 4.2 The Parish Council will either:
 - a) agree with the proposed street name(s) and notify MBC of its agreement; or
 - b) agree a counter-proposal for the street name(s) and notify MBC of its preferred name(s) as a recommendation.

5 Adoption

This policy supersedes any former policy and was adopted by Staplehurst Parish Council onMinute.....

STAPLEHURST PARISH COUNCIL

NON-COUNCILLOR MEMBERS POLICY & PROCEDURES

1. Introduction

1. Section 102(3) of the Local Government Act 1972 provides that a local council can appoint persons who are not its members to committees and sub-committees (including joint committees and sub-committees), other than a committee for regulating and controlling the finance of the local authority or of their area.

2 NON-COUNCILLOR MEMBERS DISQUALIFICATION

2. 1 Section 102(3) of the 1972 Act provides that a person can be appointed as a non- councillor member of a committee unless they have been disqualified pursuant to Section 104 of the 1972 Act. Section 104 confirms that a person is disqualified if he would be disqualified from being elected or being a member of a local authority pursuant to Part V of the 1972 Act. Section 80 of Part V of the 1972 Act sets out the circumstances in which a person is disqualified from being a member of a council. In summary, a non-councillor cannot sit on a committee if he or she:

- a) holds any paid office or employment (other than the office of chair, vice chair or deputy chair) to which he has been appointed by the council or any committee or sub-committee on which the council is represented; or
- b) is the subject of a bankruptcy restriction order or interim bankruptcy order; or
- c) has within the five years before the day of appointment, or since his appointment, been convicted in the UK, Channel Islands or Isle of Man of any offence and has had passed on him sentence of imprisonment of at least three months (whether suspended or not) without the option of a fine; or
- d) has been found guilty of corrupt or illegal practices or was responsible for incurring unlawful expenditure and the court orders his disqualification.

3 NON-COUNCILLOR MEMBER APPOINTMENTS

- 3.1 The Council may appoint (or ratify) persons who are not a member of the Council on the following Standing Committee(s):

- a) Planning Committee

3.2 The Council may appoint (or ratify) persons who are not a member of the Council on the following Advisory Committee(s)/ Group(s):

- a) Communications Group;
- b) Scenic
- c) Greener Staplehurst Group
- d) Employment, Finance and Strategy Group
- e) Road Safety Group
- f) 3G Multi-Sport pitch group
- g) Jubilee Field Working Group
- h) Neighbourhood Plan Review Group.

4. NON-COUNCILLOR VOTING RIGHTS

4.1 Non-councillor members of the Standing Committee(s) (set out in 3.1) do not have voting rights.

4.2 Non-councillor members of the Advisory Committee(s)/Group(s) (set out in 3.2) do have voting rights, except where voting on a matter includes a financial element(s).

5. CODE OF CONDUCT

5.1 Non-councillor members are subject to the Council's Code of Conduct.

6. POLICIES & PROCEDURES

6.1 Non-councillor members are subject to the Council's policies and procedures, particularly the Council's Standing Orders and the Council's Financial Regulations

7. NON-COUNCILLOR MEMBERS CHAIRING/LEADING A COMMITTEE(S), ADVISORY COMMITTEE(S) OR GROUP(S)

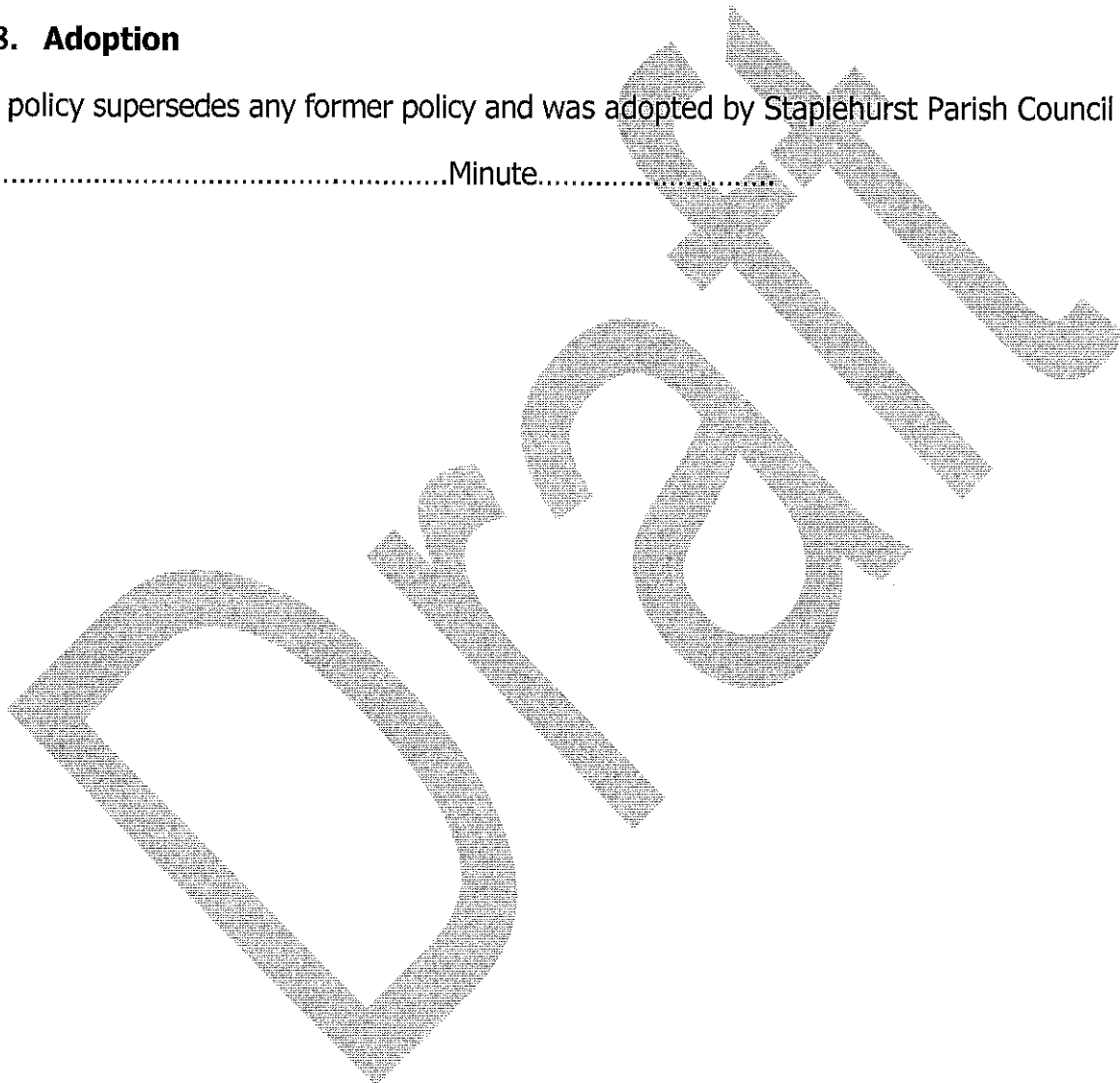
7.1 Non-councillor members may not be appointed as a Chairman or Lead for a Committee(s) (set out in 3.1).

7.2 Non-councillor members may be appointed as a Chairman or Lead for an Advisory Committee(s) or Group(s) (set out in 3.2).

7.3 Non-councillor members may be removed as a Chairman or Lead for an Advisory Committee(s) or Group(s) (set out in 3.2), by resolution of the Council in accordance with KALC guidelines.

8. Adoption

This policy supersedes any former policy and was adopted by Staplehurst Parish Council onMinute.....



STAPLEHURST PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

1. Introduction

1.1 Staplehurst Parish Council, like all other public authorities, is subject to the Freedom of Information Act 2000 ("the Act"). The Act aims to make information held by public authorities more accessible to the public and allows individuals and companies to request a wide variety of material.

1.2 This document is based on the and information and guidance issued by the Information Commissioners Officer – refer to Guide to freedom of information | ICO for details.

2. Your rights under the Act

2.1 On receipt of a request for information the Council must:

- (a) Inform you in writing whether it holds the information requested and, if so,
- (b) Communicate that information to you.

2.2 The Council is not required to comply with these obligations where one or more exemptions apply (refer to the ICO guidance for details).

3. Who may request information?

3.1 Any individual or company may make a request. Applicants do not need to be UK citizens or living in the UK to make a request.

3.2 The Council does not need to know why you are making the request or what you intend to do with the information. It will not impose conditions on the use or further disclosure of information provided although information disclosed may be subject to copyright protection.

4. What information may I request?

4.1 You may request any information held by or on behalf of the Council and recorded in any form. This includes paper records (including hand written notes), information held on computers, tablets, smart phones and other electronically held information (audio and video recordings), plans, maps, and photographs.

4.2 You are entitled to the information contained in documents, not to the documents themselves. However, where appropriate and convenient the Council may choose to provide a copy of the document rather than extracting the information from it. There may be a charge for extracting or providing copies of this information (see below).

4.3 If you request "personal information" covered by the General Data Protection Regulations or "environmental information" covered by the Environmental Information Regulations 2004 then different rules apply.

5. How do I make a request?

5.1 Requests must be made in writing and should include:

- your name and address (physical or electronic) for correspondence;
- a clear statement of the information you are requesting;
- a contact telephone number in case the Parish Clerk needs to discuss your request;
- the form in which you wish to receive your information.

5.2 Requests may be submitted via letter or e-mail, but the Council would encourage you to use the standard form (see attached). If you require advice or assistance in making a request please contact the Parish Clerk on (01580) 891761.

6. Where do I send my request?

6.1 Requests by letter should be sent to:

Staplehurst Parish Council, Parish Office, Village Centre
High Street, Staplehurst, Kent, TN12 0BJ

Requests by e-mail should be sent to:

clerk@staplehurst-pc.uk

7. What the Council will do when it receives your request?

7.1 The Council will acknowledge your request and let you know if all or part of your request will be dealt with under the Environmental Information Regulations/the General Data Protection Regulations. The Parish Clerk will let you know if he/she requires further information in order to identify and locate the information you have requested. If your request is ambiguous in any way, or open to interpretation, the Clerk will contact you in order to clarify your request. Your request will not be dealt with until clarification is received. The Clerk may be able to assist you with this.

7.1 If the Council does not hold the information requested, it will consider whether it may be appropriate to transfer your request to another public authority. In doing so the Council will follow the guidance in section III of the Code of Practice Secretary of State for Constitutional Affairs code of practice on the discharge of public authorities functions under part 1 of the Freedom of Information Act 2000, issued under section 45 of the act HC 33 (publishing.service.gov.uk).

8. How long does it take?

8.1 The Council is obliged to comply with the obligations under the Act promptly and (subject to limited exceptions) within 20-working days following the date it receives your request. If the Parish Clerk needs to ask you for clarification of the request, the 20-working day period does not start until that is received. If payment is required the 20-day working period is paused on the day, a fees notice is issued and restarts on receipt of the payment.

8.2 If (in the limited circumstances where the Council is permitted to do so) it needs to extend the timescale to give proper consideration to the request, then the Parish Clerk will inform you of this.

9. Already published information

9.1 The Council routinely handles requests for basic information and will continue to do this without necessarily having to treat the request as a request under the Act.

9.2 The Council also publishes information pro-actively whenever possible, rather than it only being available on request. The Council's Publication Scheme specifies the categories of information that it publishes or intends to publish, how to obtain that information, and whether any payment is required.

If information is available under the Publication Scheme, the Council is not obliged to provide the information to you under the Act because it is deemed to be already reasonably accessible to you.

9.3 Where this is applicable, the Council will respond to your request by explaining how you can access the information.

10. Are there circumstances in which the Council's obligations under the Act will not apply?

10.1 Yes. The Council is not obliged to comply with repeated or vexatious requests nor with requests that exceed the cost limit (see below).

10.2 Furthermore, the Act contains a number of exemptions from these obligations, most of which involve the application of a public interest test. If your request is refused, our reply will identify which exemption (or exemptions) the Council is relying on. Where applicable, the Council will explain why it has decided that the public interest in withholding the information (or in neither confirming nor denying that it holds it) outweighs the public interest in disclosing (or confirming/denying).

11. Consultation with third parties

11.1 If your request relates to a person/company other than yourself and the Council or where disclosure of the information you are requesting could affect the interests of another person, the Council may need to consult that third party before responding to your request.

12. How is information released?

12.1 If you express a preference for receiving the information requested in a particular format or as a summary, the Council is obliged to accommodate your preference unless it is not reasonably practicable for us to do so. Information may be provided in Braille or audio format, in large type, or translated into another language. When requesting information be provided in a particular format or as a summary, you should take into account the extra cost of supplying the information in this way.

12.2 If your preference is to inspect the records containing the information, this can be arranged in the Parish Office under supervision.

12.3 When making your request for information, please identify how you would like to receive the information.

13. What does it cost?

13.1 The Act makes provision for a fee to be charged for the information.

13.2 If it will cost more than £450 for the Council to respond to a request, then it need not comply with it. The cost limit covers the time taken to find, sort, edit or

reformat material (calculated at £25 per hour). It does not cover the time taken to consider whether exemptions apply. Complying with requests that will cost more than £450 is discretionary.

13.3 For requests where the costs are less than the £450 ceiling, the Council will charge the following fees:

- Photocopying of existing material in the Parish Office (maximum A4 size) – 10p per sheet
- Scanning existing material, formatting and saving digitally in the Parish Office (maximum A4 size) – 25p per sheet
- Reproduction of existing material that cannot be done in the Parish Office – to be quoted on a case-by-case basis depending on the exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved
- Staff time to locate, retrieve, extract or redact information - £25 per hour
- Postage by Royal Mail – at cost
- E-mailing of existing material held in a digital format – free of charge (subject to Internet Service Provider size limits)
- Special requirements not listed above – on application

13.2 On receipt of your written request, the Parish Clerk will write to advise you of the cost of providing the information. The 20-day period will restart from the day the Parish Clerk receives your payment.

13.4 Please, note that the Council does not have to provide the information if you fail to pay within three months.

14. Complaints & Appeals

14.1 Should you be unhappy with the outcome of a request under the Act, you should, in the first instance, contact the Parish Clerk. He/she will review your complaint, reconsider any decisions relating to the release or withholding of information and, if appropriate, provide a further response. If, after review, the original response is considered correct, your complaint will be reconsidered by the Chairman of the Parish Council.

14.2 If you are dissatisfied with the results of the Council's internal review, you may appeal to the Information Commissioner (refer to www.informationcommissioner.gov.uk for details).

15. Adoption

This policy supersedes any former policy and was adopted by Staplehurst Parish Council

onMinute.....

FREEDOM OF INFORMATION REQUEST FORM**NAME OF APPLICANT:****ADDRESS FOR CORRESPONDENCE:****TELEPHONE NUMBER:****DESCRIPTION OF THE INFORMATION REQUESTED:****SPECIAL REQUIREMENTS (e.g. information in a particular format or as a summary):****PREFERRED MEANS OF RECEIVING THE REQUESTED INFORMATION
(please delete where not applicable):****By Post (First Class)****Viewing in the Parish Office****By Email (give address below)****Other****Date of This Request:****Signed:***FOR OFFICIAL USE ONLY**Date received:**Cost:**Staff Member dealing with request**Acknowledgement and advice of cost sent:**Payment received:**Information sent:*

STAPLEHURST PARISH COUNCIL

BASIC PARISH ALLOWANCE POLICY

DRAFT

1. Introduction

- 1.1 Section 100, Local Government Act 2000 makes provision to enable Parish Councils to pay Councillors Allowances;
- Allowances made payable to members of a Parish Council
 - Travelling and subsistence allowances payable to members
 - Allowances payable to members for attending conference and meeting
- 1.2 The Parish Councillors who have been co-opted are **not** entitled to the allowances, only those who stood at the last Parish Council election, (2nd May 2023).
- 1.3 Under Regulation 27 a Parish Council must consider the Independent Remuneration Panel report.
- 1.4 If the Parish Council agrees to pay the Councillors allowances:
- **Basic Parish Allowance** – 10% of MBC = £564, note tax, national insurance etc applies.
 - **Travel**– 0.45p per mile (car) – only for travel out of Parish
 - **Subsistence** - in-line with MBC subsistence policy below

“are entitled to claim a subsistence allowance when, in attending meetings which relate to functions of the Council, they are kept away from their normal place of residence for significant periods of time at certain times of day. Subsistence will only be paid upon the production of a receipt for the purchase of a required meal. If Councillors or Co-opted Members are attending a meeting or function where a meal is provided for them they are not entitled to claim a subsistence allowance. If a Councillor or Co-opted Member attends an approved Conference which includes an overnight stay away from his/her usual place of residence the Councillor or Co-opted Member can claim the cost of an evening meal up to a maximum of £20 per head, provided they submit a receipt with the Travelling and Subsistence Claim Form. Members and Co-opted Members are reminded that any Travelling and Subsistence Claim Form should be submitted within two months of the approved duty for which they are claiming.

2. Parish Chairman

- 2.1 Chairmans allowance -15% of MBC = £845, note Tax, National Insurance etc applies.

3. Process

- 3.1 It is the Clerk's duty to write to all eligible Councillors within one month of the election and subsequently each June.
- 3.2 A Parish Councillor has to respond to the Clerk in writing to forgo their Basic Parish Allowances.

4. Transparency

- 4.1 The Clerk shall publish on the Council’s website a list of those Councillors who chose to receive the Basic Parish Allowance and the Basic Parish Allowance report each year on the Parish Council website.

5. Adoption

This policy supersedes any former policy and was adopted by Staplehurst Parish Council onMinute.....

DRAFT

STAPLEHURST PARISH COUNCIL

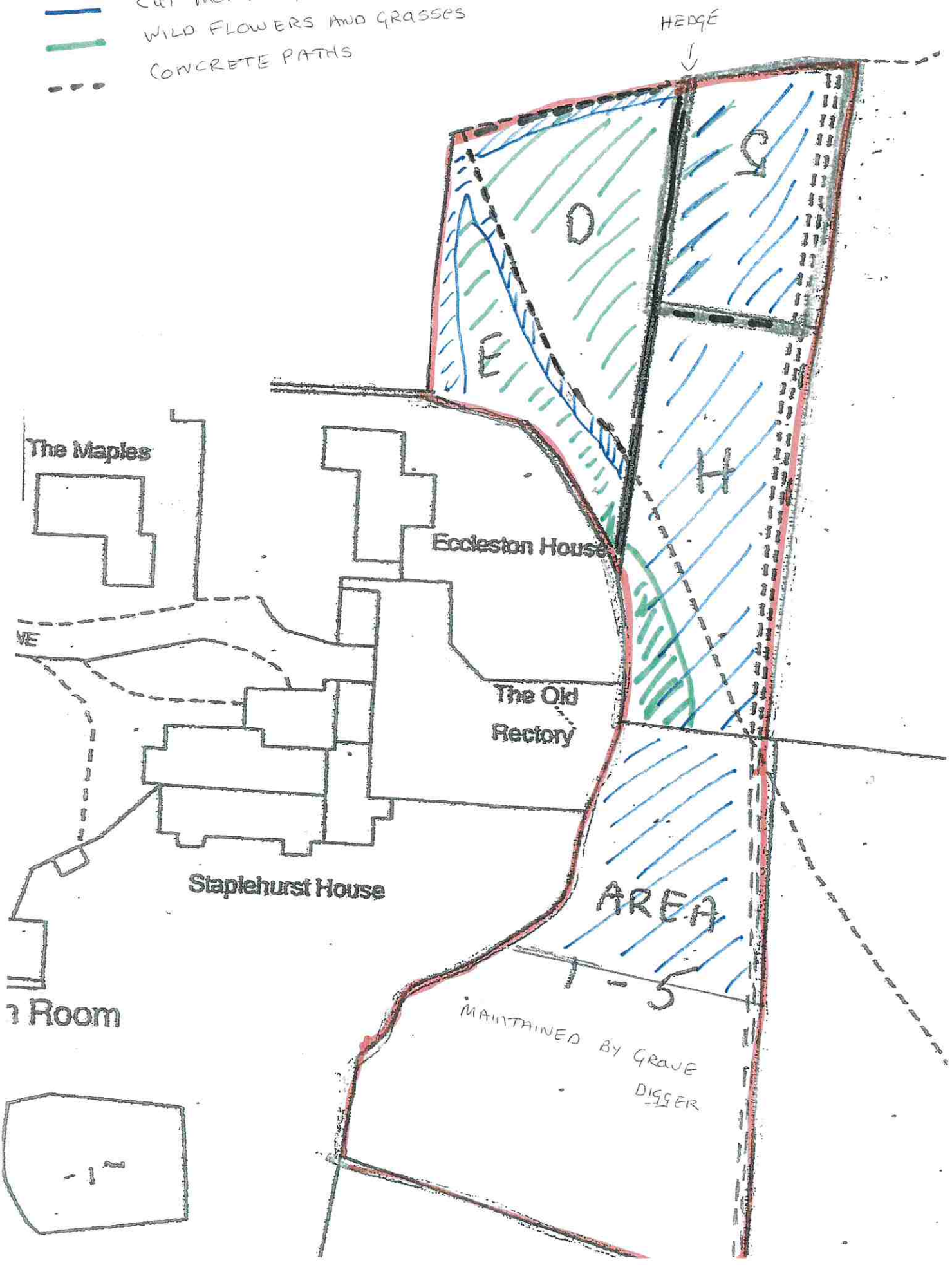
Council, Committee, Working Group	Council
Meeting Date Time & Venue	2 nd April 2024, 7:30pm South Hall, Staplehurst Community Centre
Report Author	Cllr Perry
Item & Title	Churchyard Liaison Committee – Update Report
Purpose	To update Council on a meeting of the Churchyard Liaison Committee
Resolution	To note the Churchyard Liaison Committee report
<u>Background</u>	
<p>The Churchyard Liaison Committee met on 8th March 2024 and was attended by Cllrs Perry, and Martin – Cllr Ash was due to attend but an unaccepted appointment cropped up. This report updates Council on the discussions.</p>	
<u>Detail,</u>	
<p>The meeting highlighted the good work that has taken place and the opportunity to enhance the area as a dignified, community space.</p> <p>The meeting focused on several points.</p> <ol style="list-style-type: none"> 1. Move towards focus on Biodiversity – the Church is seeking to introduce more natural areas to enhance biodiversity at the Churchyard – this is indicated by the yellow and green areas on the appendix A and B. However a more formal approach will be taken at the entrance to the Church and along pathways.(Blue) 2. There is a need to inform and educate people as wild flower meadows look glorious when flowering but can look scruffy at times before they are cut. 3. The tree / hedge work is required from both a safety and environmental point of view – see tree survey in Appendix C. These works are being progressed. 4. Volunteer days – seek to re-establish volunteer days and moving forward link in with future Village Clean Ups / Community Payback. Note it is important that this work is overseen by the Church to safeguard against any inappropriate work on graves. 5. The aim is for regular Churchyard Liaison Committee meetings to be set up. 	
Budget - NA	
Background papers are available on request	



A

8

- CHURCH YARD BOUNDARY
- CUT MONTHLY
- WILD FLOWERS AND GRASSES
- - - CONCRETE PATHS



STAPLEHURST PARISH COUNCIL

Council, Committee, Working Group	Communications Group
Meeting Date Time & Venue	5 th March
Report Author	Cllr Castro
Item & Title	Approval of Logo to represent the Parish Council
Resolution	To decide on the following proposed

Background

For a few years, we have been looking to provide this parish council with a logo that can be used with their communications, including social media. Following consultation with the residents for inspiration and ideas, as well as with a local artist, no option seemed to gather consensus. There is a Village Sign of which the Parish Council has not obtained the rights to use in their communications despite several efforts.

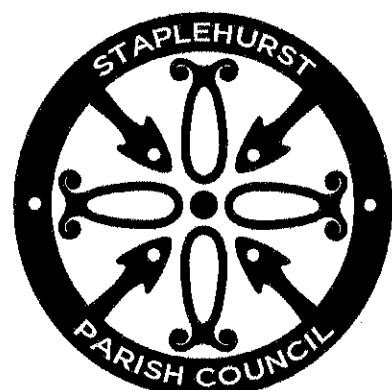
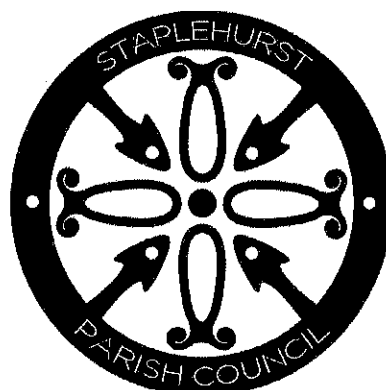
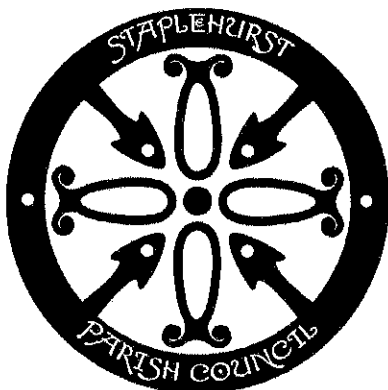
The idea of using one of the designs of the Viking door at The All Saints's church brought to the table a design that seems to have gathered more interest. It seems to be an 11th century door and tells the Legend of Ragnorok (which can be found in greatenglishchurches.co.uk and the church guide), the Norse Day of Judgement. The section selected from the door depicts a sunwheel and, among other meanings, represents metamorphosis and renewal.

The Communications Group selected three designs for Full Council to consider. The only difference is the font design as there was consensus on the shape of the logo. The group would like to recommend the third design.

After decision, there could be the possibility of creating letterheads or different designs to adapt to social media, as well as a variation of colours for different occasions, for example a negative version of the logo for dark backgrounds:

To decide (they are all Google fonts):

1. Option 1. Macondo Swash Caps
2. Option 2. Spinnaker
3. Option 3. Montserrat
4. None of them.



STAPLEHURST PARISH COUNCIL PLANNING COMMITTEE MINUTES 18TH MARCH 2024

Public Forum

A resident spoke in favour of the "Cradducks Farm application" as it is an established equestrian facility, part of rural agriculture, the applicant thought it was permitted development, but have now submitted a retrospective application. Local neighbours are supportive.

A neighbour spoke in support of the "New Barn appeal" as it is a well-established local farming family who have been on site for 10 years and managing the farm and other local land contributing to the landscape and local economy.

A resident spoke in favour of the "New Barn appeal" having been on the site for 10 years improves the welfare of the animals and security on the site.

Present: Cllrs Sharp, Ash, Farragher, Pett, McLaughlin and Eerdeken plus Mrs Buller (Non-member, Non-voting advisor) and the Clerk

APOLOGIES: Cllr Arger

APPROVAL OF PLANNING COMMITTEE MINUTES: Minute Pages 1729P - 1732P of 26th February 2024 available at: <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/planning-committee/> Cllr McLaughlin proposed and Cllr Pett seconded to approve the minutes. Agreed by majority; For 4, Against 0, Abstained 2.

URGENT ITEMS: Only for items which require a decision before the next meeting on 8th April 2024. Item to be agreed first, and then not discussed until "Agreed Urgent Items" after Councillor Declarations.

COUNCILLOR DECLARATIONS regarding items on the Agenda: -

1. Declarations of Lobbying – All Cradducks Farm application and New Barn appeal
2. Declarations of Changes to the Register of Interests - NA
3. Declarations of Interest in Items on the Agenda - NA
4. Requests for Dispensation - NA

AGREED URGENT ITEMS: - NA

APPEALS LODGED: (for comment/noting)

23/500231 **Cocklewood Farm, Five Oak Lane TN12 0HT** - Demolition of an existing dwelling within an ancient replanted woodland, and erection of a new replacement dwelling elsewhere on Cocklewood Farm. Notification of appeal lodged with the Planning Inspectorate, to be determined by written representation. Any additional comments to be submitted by 29th March 2024. SPC had recommended Approval (Min 1655P, 1664P).

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

Following a debate, Cllr Sharp proposed and Cllr Farragher seconded to recommend the comments on the application's appeal as follows; Staplehurst Parish Council is keen to protect the ancient woodland and if the appeal is won, that a condition is in place to reinstate the ancient woodland, with a landscape plan which is reviewed annually. Agreed unanimously

23/503271 **Silverlands, Cranbrook Road TN12 OEU** - Retrospective application for the change of use of the land and the temporary stationing of a mobile home and associated outbuildings for residential purposes for two years. Notification of appeal lodged with the Planning Inspectorate, to be determined by written representation. Any additional comments to be submitted by 1st April 2024. SPC had recommended Refusal (Min 1694P, 1710P).

Following a debate, Cllr Sharp proposed and Cllr Eerdekenes seconded to recommend the comments on the application's appeal as follows; Staplehurst Parish Council note that the land is currently not well maintained, we share the concerns of the Kent County Council Public Rights of Way Officer regarding the access to the Public Right of Way through this land and that if the appeal is successful the temporary permission is backdated to July 2023 and expires in July 2025. Agreed unanimously.

24/500014 **New Barn Sheep Farm, Maplehurst, Frittenden Road TN12 ODL** - Enforcement Notice: Without planning permission, the material change of use of the land for a residential use including the erection of a dwelling and associated paraphernalia and operational works including the laying of hard standing. The appeal is to be conducted by way of the Public Inquiry procedure. Written representations to be submitted by 27th March 2024.

Following a debate, Cllr Sharp proposed and Cllr Farragher seconded to recommend the comments on the applications appeal as follows; Staplehurst Parish Council is an advocate for Planning Enforcement; however, the original temporary notice was issued in 2013 and has not been enforced. This means the property is now established as agricultural occupancy for over 10 years. There is local support for this well-established, local farming family and Staplehurst Parish Council would support MBC Planning Policy DM34 – agriculture occupancy being implemented rather than enforcement.

FULL PLANNING APPLICATIONS: (for comment/recommendation)

23/502956 **Cocklewood Farm, Five Oak Lane TN12 OHT** - Demolition of an existing agricultural workers dwelling within an ancient replanted woodland, and erection of a new replacement agricultural workers dwelling elsewhere on Cocklewood Farm (Resubmission 23/500231/FULL). Additional information.

Following a debate, Cllr Sharp proposed and Cllr Ash seconded to recommend the application be APPROVED but DO NOT REQUEST the application is reported to Planning Committee and support the comments Kent County Council Ecological Advisory Service and the Forestry Commission. Staplehurst Parish Council is keen to protect the ancient woodland and if approved, that a condition is in place to reinstate the ancient woodland, with a landscape plan which is reviewed annually. Agreed unanimously

24/500794 **Cradducks Farm, Goudhurst Road TN12 OHQ** - Retrospective application for the use of land for the keeping of horses, erection of an equine stable building, siting of an equine storage container, creation of a hard surfaced area and hard surfacing of access track from existing field gate at Goudhurst Road

Following a debate, Cllr Eerdekenes proposed and Cllr Mclaughlin seconded to recommend the application be APPROVED

Staplehurst Parish Council support the application as it meets the criteria of MBC Local Plan Policies;

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

DM36 - new agricultural buildings and structure - necessary for the purpose of agriculture

DM37 - expansion of existing agricultural buildings in rural areas

DM41 – support of equestrian development

There are no neighbours' comments against the application

If the Planning Officer is minded to refuse the application we REQUEST the application is reported to Planning Committee.

Agreed unanimously

24/500978 **Mill House, Couchman Green Lane TN12 ORS** - Erection of a single storey rear extension.

Following a debate, Cllr Eerdeken's proposed and Cllr Ash seconded to recommend the application be APPROVED and do not request that the application is reported to Planning Committee.

TREE WORKS IN A CONSERVATION AREA: (for noting/comment)

24/500727 **3 Vine House, High Street TN12 OAR** - Mature lapsed Ash - Re pollard to the previously established cut levels. Mature Lime - lift to approximately 4m from ground level. Mature Portuguese Laurel - reduce the lateral spread from 3m to 2m all over and lift the canopy to 3m from ground level. Lime saplings - Fell to ground level. Laurel hedge next to the building. Fell to ground level.

Staplehurst Parish Council refers to the Tree Officer.

24/500755 **White Willows, High Street TN12 OBL** - Crown lift four Leylandii Conifer trees (T1-T4) to 5m above outbuildings they are presently overhanging to prevent damage to these buildings. Reduce one dead tree (T5) to ground level.

Staplehurst Parish Council refers to the Tree Officer.

24/500800 **Bell Oak, 17B Bell Lane TN12 OBB** - TPO application to reduce one Oak (T1) to a height of 15 metres and 17 metres spread, pruning to appropriate branch junctions and balancing the crown.

Staplehurst Parish Council notes the Biodiversity value of mature Oak Trees, seeks to preserve mature Oak Trees where possible and refers to the Tree Officer.

DECISIONS: Noted

23/505506 **Bounds End Farm, Goudhurst Road TN12 OHQ** - Listed Building Consent for demolition of existing 20th Century front brick porch and erection of a replacement brick/oak frame front porch. MBC GRANTED with 7 conditions. SPC had Noted (Min 1718P).

23/505482 **Crabtree Oast, Cradducks Lane TN12 ODR** - Conversion of garage into 1no. dwelling, including erection of a part two storey, part three storey side extension. Erection of a first-floor rear and side extension to existing Oast House and changes to fenestration. Erection of 2no. detached dwellings and 4no. garages with associated access, drainage and landscaping. MBC REFUSED. SPC had recommended Refusal (Min 1726P).

23/505567 **Kingfishers, Chickenden Lane TN12 ODP** - Section 73 - Application for removal of condition 2 (Agricultural Occupancy) pursuant to MA/02/0237 for - Conversion of part of

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

nursery school (permitted under MA/87/1554) to form a second dwelling. MBC GRANTED with 1 condition. SPC had recommended Approval (Min 1727P).

- 23/505719 **Staplehurst Manor Nursing Home, Frittenden Road TN12 0DG** - Tree Preservation Order Application: G10 Dead Elm - Fell to prevent future failure onto footpath, G13 Ash - Fell to ground level. Tree has Ash dieback. T21 Laburnum - Fell to ground level, tree in decline. MBC GRANTED with 3 conditions. SPC had commented (Min 1723P).
- 24/500158 **14 Tyler Road TN12 0GY** - Part garage conversion into habitable space (home office). MBC GRANTED with 4 conditions. SPC had recommended Approval (Min 1727P).
- 24/500210 **The Stables, High Street TN12 0BH** - Conservation Area Notification - Tree A, Portuguese Cherry Laurel - Remove tree as it is an obstruction to the barn building adjacent to it. Tree B, Sweetgum, Reduce the height of by 4 metres. MBC raised NO OBJECTION. SPC had Noted (Min 1727P).

Meeting closed.....8.45pm.....

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

Committee, group or subgroup: Road Safety Group

Meeting Date & venue: Monday 18th March 2024, 10.30am @ SPC Office

Report author: Cllr A Sharp - chairman

Present: A Sharp (AS), M Buller (MB) Speed Watch Rep, B McLaughlin.

Apologies: M Alessi, P Riordan (PR).

Matters Arising: - none

1. Highways Improvement Plan HIP– Please note MBC only allow us to have 2 'live' projects – our other projects / wish list are 'archived'. Contact: Greg McNicholl.

As a consequence of our meeting with Kent Highways Greg McNicholl and Chris Avis on 19th February (MB, PR and AS present) we will need to update our HIP document.

HIP 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 we will not get this as there is no current road safety issue.

Action: Monitor the road situation to see if there is evidence of a safety issue. Move to 3

HIP 2. The Quarter - Bus stop / crossing & 30mph HIP item 3

Following our meeting with Kent Highways we had a confidential item about what KH is suggesting that was to be discussed at full council on 11th March. Move to 1

Action: recommendation to be on the agenda at next full council 2nd April 2024.

Note the bus shelters at the quarter are going to be cleaned to see if that fixes the visibility.

2. 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. run out 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

MB report

SID spent 13 days in Bathurst Road, nothing speeding bar one driver at 50+. Vast majority slow to turn into Pope Drive so no speeding.

Camera is presently facing into the village, in Headcorn Road.

We think it is helping to keep the general traffic speed lower, especially as we keep moving the camera.

Action: Continue to monitor.

3. Sainsburys shuttle bus

We have heard that there are people using this and very happy. Still want more to use it. MB would like to chat to Robin the driver about how its going to be able to report back next meeting. The new timetable has been published and was sent out with the village update.

Action: Keep an eye out to see how well it is used and keep promoting it FB etc.

4. Headcorn Lay by

KH said the area belongs to them, any road works would be highway standards, because there us a ditch they will not put in a layby.

Action: Contact KH that due to the safety re the manhole covers there, consider leveling the area for safety.

5. Crossroads

* DYL – see item 1

* White lines need redoing there and at the Sainsburys roundabout. This is a maintenance job not KH and should be done once weather improves, i.e. not wet weather.

* A parishioner raised a complaint about the safety of the crossroads with traffic trying to overtake stationary vehicles and mounting the kerb on the main road turning into Marden road. KH now said not possible as not enough pavement width to put in bollards.

* Cameras on the traffic lights – we don't meet the criteria as not enough accidents!

Action: We need to continue to monitor this and continue lobbying Kent Highways / KCC.

6. Hawkenbury Bridge HIP 3 – change to 2

Background

Its a grade 2 listed bridge so can't demolish and rebuild.

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

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

There would need to be some way to indicate to those going over the railway bridge that they could be about to encounter stationary traffic. This could be achieved by a higher traffic light indicator.

MB investigated and found that Wye bridge was a grade 2 listed bridge that was widened to comply with EU regulations of width and weight needs and was close to a railway crossing. However a house was demolished providing the extra space needed.

Action: We suggest that it remain on our HIP and continue to liaise with Headcorn PC and monitor crashes.

7. Church Hill sign - Carried over from previous meeting

AS contacted Emma Tilbury at Kent Highways and had this response:

According to the Department for Transport's (DfT) Traffic Signs Manual, the "Frail or Disabled pedestrians" warning sign should be restricted to sites where relatively high numbers of slow-moving pedestrians are likely to cross a road, other than at a Zebra or signaled crossing. This would predominantly be near sheltered housing or nursing homes, where drivers need to be reminded that, on a regular basis, a pedestrian in the road ahead might be frail and need more time to cross than an able-bodied person would.

As such I am afraid that we wouldn't look to place this type of warning sign near to a Church.

AS responded that given that criteria residents would argue that we do qualify.

We have an elderly congregation to the church that cross the A229 to access the church, We also have a sheltered accommodation development in Bell Lane that directly accesses the A229 - see map below, its on the left of the map. Add to that the elderly attending funerals there as well.

There have been some near misses as people can't get across quickly and cars from the North side (top of the map pic), can not see over the brow of the hill until they are at the top - see second picture - access road is where the Kings Head sign is - as you can see, you can't see it ;) ! And you can't see the church on the left set back from the houses.

Third picture is over the top heading South towards Cranbrook down the hill, for reference.

We already have double yellow lines and a 30mph warning light up sign to try and help. I don't know whether any of the above helps our case or not?

We received this response:

I have now had the opportunity to discuss this with colleagues and I'm afraid that they are not satisfied that there is evidence that a relatively high numbers of frail or disabled pedestrians would be regularly crossing the High Street at this point.

We appreciate that there is sheltered accommodation on Bell Lane, near to the junction with South Bank, as well as a day centre and retirement housing on McCabe Close and this would be good justification for a warning sign on Bell Lane as this would accord with the technical guidance in the traffic signs manual.

However, this does not extend to the High Street. What we have to be careful of when looking to place warning signs is that they're not overused to the point where their effectiveness becomes diluted because drivers are used to seeing them and become sign blind. That is why it is important for us to reserve their use for locations only where whatever hazard we are warning drivers of occurs on a regular basis throughout each day.

Emma Tilbury

Agreed that this doesn't take into account the set of steps that have to be used access the area on the East side. This is the reason pedestrians cross at the old Bell site on the West side.

Action: Not sure what more we can do at this stage.

8. Chapel Lane – bin collection

Moved onto HIP item 1 which will be 3

Recommendation: AS spoke to A Martin about suggestions to mitigate in the meantime:

Note the amount of times bins are not collected – with data it could then be pointed out that residents are paying council tax for a service they are not receiving . . .

Make sure all residents report when not collected, not just one on everyone's behalf.

Any accidents at entrance to Chapel Lane to be reported.

9. Surrenden Road & Thatcher Road

Parking on corner of verge at entrance to the field during the school drop off / pick up times.
Concerned for safety of children coming out of the field.

Suggestion: Greg Mc Nicoll at KH has said that if KH own the road we would need their permission and they would have to do it. Add to HIP

Suggest check the exit onto Thatcher Rd whether the hedge needs trimming.

10. Gybbon Rise

Continues to be a problem with student's guardians blocking residents drives etc.

MBC have sent out their officer to enforce zig zag lines and PR has been out with his hi viz jacket to dissuade them parking there. However, it continues to be a problem.

Greg from Kent Highways has contacted the liaison officer for school issues to see if they can do a parent meeting. It now seems he is asking 'us' to meet with the school.

Suggestion:

MB will produce a visual of the possibilities from Main road or Surrenden Rd/

We will try to visit the school to discuss.

11. Headcorn Road Layby Layby - £11228.40

The report to council on Monday 19th February was deferred following the meeting with Kent Highways on the same day.

This was due to us pointing out the lay by was likely their responsibility, Greg was going to check the ownership of the land from his mapping tool, and come back to us. He felt it was theirs, they could tarmac it and even put parking bay lines in place.

12. Hedges - Nesting season

9. Speedwatch - Not been out recently.

Auto Speed watch - June 2022-> Auto speed watch records cars 46mph - 69mph

Auto watch camera January & February - 0 Suspect this was due to not enough sunlight to power it and catch anyone. 8th March started up again and caught speeders, data coming in again. Also catches not MOT or Tax.

10. Accidents/incidents reported - staplehurstroadinfo@gmail.com - none reported

MB now has an issue re BT internet re google mail preventing access to the gmail account.

AOB:

Dates of forthcoming meetings: Monday 15th April 2024 10am at the SPC office. More dates after the local elections.

Communications Group Minutes 5th March 2024 – 7:30PM

AGENDA ITEMS

1. **Present:** Cllrs. Arger, Castro, Martin, Riordan, Sharp
Not present: Cllr Alesi
2. **Matters arising from last meeting.**

Following last Full Council meeting's decision on Chairman's video report, the following schedule is the main guideline for the Communications Group. It needs to pass through Paxman to see if they want more time for Typesetter and Printing.

Communications Group	Suggested Content	Publication Deadlines
January	Spring Update	Copy 25 th January
February		Typesetter 2 nd February Printer 9 th February Collation 17 th February Distribution 19 th February
March		
April	Spring Video Report Cancelled for 2024 (elections)	12 th April
May	Annual Report 2023-2024– Chairman's report. Write-ups from Councillors and Clerk. Summary of news and projects from previous year (April 2020- March 2021). Financial Statements to year end 31/03/21. Parish Council contacts.	Copy: 3 May To typesetter: 10 May To printer: 24 May Collation: 8 June Distribution: 10 June
June		
July	Summer Video Report	19 th July
August	Autumn Update	Copy: 02 August To typesetter: 09 August To printer: 16 August Collation: 24 August Distribution: 27 August
September	Autumn Video Report	27 th September
October	Winter Update	Copy: 18 October
November		To typesetter: 25 October To printer: 01 November Collation: 09 November Distribution: 11 November
December	Winter Video Report	20 th December

3. **Village Update – Spring:** Feedback: the feeling is that it all went well, as it should. We need to adjust the timings with Paxman so that collation can take place on a Saturday, where we could all help.
4. **Logo:** A number of designs considered by the group, who has selected three for the Full Council's decision. This is conditional to the permission of the Parochial Church Council, following positive reports from Reverend Silke Tetzlaff and the Archdeacon. The PCC is meeting on the 24th March, so the Communications Group wants to put three designs forward for Full Council's consideration.

5. **Fleece jacket / ID cards:** Discussion of next steps if the Logo is finally approved. Fleece jackets would be a possibility. The feeling of the group is that they should be optional for those councillors that considered that would help them in their work as councillors and would like to buy one, with the PC logo. Also, new ID cards could be designed to identify councillors. JC showed the group initial ideas and designs. PR to contact Iden Signs to enquire about the fleece jackets costs, models, etc. and the possibility of having plastic ID cards printed. JC to continue working on the design of a card.
 6. **MS365:** Discussion around the work the group has done in relation to MS365, the survey carried out by the office, and the considerable amount of time passed since this was brought to council. The discussion was long and considered different opinions. The majority decision was to bring to Full Council a request to move to MS365 as time is passing. If the decision of Full Council is positive, then the PC Office could see when it is the best time to implement it. Proposals for wifi, Council own devices, or a microphone system are not connected to MS365, and will be considered in the future.
- (a) **Terms of Reference:** we went through the Terms of Reference and considered a few changes that are highlighted in the annex that follows. Also, we would like to recommend all groups to add a sentence we have included in our Terms of Reference: "All group members should act in accordance with the Nolan Principles."
7. **AOB:** to request all the groups to consider organising a regular meeting schedule, like the PC Office has requested before. This was successful in the past and, at present, it is being quite difficult to find available dates for meetings.
 8. **Next Meeting** – 9th April

Communications Group

Terms of Reference

1. PURPOSE

The purpose of the Communications Group is to develop, implement, review and monitor sustainable and continuous communications and publicity; to achieve increasing levels of resident, partner and stakeholder engagement and Council profile.

2. REVIEW POINT

These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To oversee, update and monitor the Council's website, social media presence and print media.
- (b) To provide advice on the relevant methods and routes of communication and publicity.
- (c) To monitor and evaluate communication and publicity campaigns.
- (d) To manage the production and delivery of the Council's *Village Update* and *Annual Report*.
- (e) To identify opportunities to improve the Council's engagement and make recommendations to the relevant Committee/Group of the Council.
- (f) To undertake any additional tasks assigned to it by the Council, as appropriate.

4. MEMBERSHIP

- (b) The Group will can consist of residents and Parish Councillors, appointed and ratified by the Council, including the Chairman and Vice-Chairman as ex-officio members. The membership of the Group may be reviewed at any time by the Council.
- (c) Members of the Group acting, residents and councillors, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies and procedures, including the Council's Code of Conduct. All group members should act in accordance with the Nolan Principles.

5. CHAIR OF THE GROUP

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Chair of the Group for the following year.

6. REPORTING

The Group will report to the Council on a regular basis, by providing notes of their meetings and where appropriate the Group will provide reports, stating their recommendations and rationale, including sufficient detail to enable the Council to make an informed decision.

7. PROGRAMME OF WORKS

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment.
- (b) The Group will can bring forward a programme of work and an estimated budget for approval by the Council. Once approved the Group will focus on delivery of the programme of work in accordance with the Council's Standing Orders and Financial Regulations
- (c) From time to time an item may occur which is not in the approved programme of works. The group can consider the item and report back to Council for approval

These Terms of Reference supersedes all previous agreed Terms of Reference and was adopted by Staplehurst Parish Council on

Date**Minutes.....**

3G Multi-Sports Working Group

Thursday 21st March 2024

7:30pm Parish Office

Minutes

Present: Cllrs Mclaughlin, Alesi and Sharp plus Jeff Davis (Kent FA), Chris Rhoades (Girl Guides) Nicola Stonebridge (SMFC) Lee Seal (SMYFC) and the Clerk

1. Election of new Chairman

Cllr Mclaughlin proposed and Cllr Sharp seconded Cllr Riordan – agreed majority 5 for,) against and 2 abstained

As Cllr Riordan was absent – Cllr Sharp proposed and Cllr Alesi seconded Cllr Mclaughlin as Deputy and to chair the meeting – agreed unanimously

2. Apologies – Cllr Arger and Riordan plus Mike Evans

3. Declarations of Interest NA

4. Minutes of previous meeting

Cllr Alesi proposed and Cllr Sharp seconded to approve the minutes of the 15.2.2024 – agreed majority; for 4, against 0 and 3 abstained

5. Leisure management contract

a) Expression of Interest – First draft for discussion

The group discussed the draft EOI and amended as below:

Contract to manage the Jubilee Field

Location – Jubilee Field, Headcorn Rd, Staplehurst, Kent TN12 ODS

Reference number – xxx (from Kent Business Portal)

Published – xxx 2024 (dated published on Kent Business Portal)

Closing date: - XXX 2024 (6 weeks from published date)

Closing time – 5pm on closing date 2024

Contract start date – to be confirmed – May 2025

Contract length - 15 years (with option to extend)

Contract end date – 15 years from start date

Contract type - Management service contract

Procedure type – Open

Is contract suitable for SME's – Yes

Is contract suitable for VCSE's - Yes

Summary of site and contract

Staplehurst Parish Council is working in partnership with Football Foundation, Maidstone Borough Council, Staplehurst Monarchs FC, Staplehurst Monarchs YFC and the Girl Guides to develop a 3G pitch at the Jubilee Field.

The management contract will be subject to;

- a) successful planning application,
- b) Successful submission to the Football Foundation and construction of the 3G pitch.

The management contract will include 1 x floodlight 3G pitch, 1 x 11 v 11 junior grass pitch, 11 v 11 adult grass football pitch, grounds maintenance of site, pavilion with 4 changing rooms, 2 Referee changing rooms, kitchen and small lounge plus car parking and skate park.

As the management contract is for 15 years we would welcome any initial ideas for investment into the service or site over 15 years.

The Parish Council would retain Tree Survey and Tree management as part of Parish wide contract plus boundary ditches at the Jubilee Field.

The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC are invested stakeholders in the site and will be keyholders at the site.

Girl Guides Centre has a separate lease and will not be part of the management contract.

SMFC are seeking permission for a Clubhouse.

Project Timeframe

Planning permission – submit by May 2024

Planning Decision – July 2024

Submission to Football Foundation for funding July 2024

Football Foundation Decision – October 2024

Construction early - 2025

Opening – summer 2025

Supporting information

- Plan The one that goes to Planning permission
- Football Foundation Terms and Conditions

A) Pavilion

B) Sporting floodlights

C) Indicative for the 3G pitch

- Girl Guides lease with cover note explaining changing from Underlease with JFMC to lease with Parish Council

What information do we require

Company details / background
 Status – Company / Trust / Charity
 Any subcontractors who may manage the site or provide a key element of the service
 3 years company accounts Or for new a Company / Trust – guarantor details
 Copy of Public Liability Insurance
 Request for references – contact details of management of similar sites, preferable 3G pitch sites
 Confirm you have read and understand Football Foundation Terms and Conditions
 A) Pavilion
 B) Sporting floodlights
 C) Indicative for the 3G pitch
 and will abide by them if you are successful

Confirm you have read and understand Girls Guides lease and cover note

Confirm that you will work with The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC as invested stakeholders in the site.

Any added value you believe your organisation has to offer to enhance the service or the development of the site.

Assessment criteria scoring

Assessment Criteria	Weighting Percentage
Confirm read, understand and will abide by the various Football Foundations terms and conditions	Yes / No
Understand the Girl Guide Lease	Yes / No
Confirm understand that The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC are stakeholders in the site	Yes / No
Assessment	
Financial checks	40%
Experience of similar size projects, preferable 3G	25%
Quality References	25%
Added value	10%
Total	100%
Scoring 1- 10	

Scoring Matrix		
Score	Judgement	Interpretation
10	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality

		measures required to provide the goods/works/services. Full evidence provided where required to support the response.
8	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
6	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
4	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
2	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Submission Information

Staplehurst Parish Council intends using Kent Business Portal throughout this procurement exercise.

Potential suppliers need to

- If not already registered, register your company with the Kent Business Portal
- You can make enquiries and seek clarifications (up to one week of closing date)
- Complete the Expression of Interest form
- You need to submit by xxx 2024.

Expression of interest Form – to be completed and returned by XXXXX

Contract to manage Jubilee Field, Headcorn Road, Staplehurst	
Details of the Company that will be contracted to manage the site	
Summary of Company Background	
Status of Company	

Subcontractors / partner organisations who would be involved in managing the site	
Last 3 years company accounts - or details of Guarantor if less than three years in operation	
Copy of Public Liability Insurance	
References x 2 – contact details of references for similar type of sites that you manage – preferably with 3G pitches	
Confirm that you have read, understand and agreed to abide by the Football Foundation Terms and Conditions A) Pavilion B) Sporting floodlights C) Indicative for the 3G pitch	
Confirm you have read and understand Girls Guides lease and cover note	
Confirm that you will work with The Girl Guides, Staplehurst Monarchs FC and Staplehurst Monarchs YFC as invested stakeholders in the site	
Brief description of any added value you can bring to the service or development of the site	

Cllr McLaughlin proposed and Cllr Sharp seconded to recommend the EOI form to Council – agreed unanimously

b) Financial Checks – Dun and Bradstreet

Group discussed financial checks in the EOI process – Dun and Bradstreet are known industry leader and discussed their quote £345 plus VAT for up to 10 company checks. (option)

LS and BM knew of Dun and Bradstreet through their work. – LS to forward other potential contacts that do company checks.

The Council RFO does checks via Company House – free of charge – the example check from Dun and Bradstreet is far more detailed than the Council RFO could obtain.

Cllr Alesi proposed and Cllr Sharp recommend that we use a professional company to do Company Checks – such as Dun and Bradstreet and seek two other quotes

c) Lease to occupy

This is a legal document giving permission for the contractor to merely occupy the site and manage the site. There are no considerations so no fees with a lease to occupy
The contract management specification will then lead to a fee, not the lease to occupy.

Clerk to obtain a quote for a lease to occupy the Jubilee Field and report back to next meeting.

d) Contract specification

The contract specification can restrict what is allowed as well as encourage activities. The group discussed what they feel should be restricted in the contract specification for the Jubilee Field

- Funfairs
- Seek permission from the Council for community events / fund raising – to avoid clashes within the Parish
- No Matches on the 3G pitch when SCEFL league / cup matches are being played
- Site is home to SMFC / SMYFC

We will need to clarify “refreshments” – Girl Guides Centre lease potential SMFC Club house.

Would require:

- Contractor honouring fees negotiated with SMFC / SMYFC to deliver football development plan
- A break clause
- Dispute process
- Bond to cover one year management of the site?
- Reporting – either to JFWG or direct to Council – quarterly / annual

To be further explored

e) Council operated business plan

Group discussed the Council operated business plan.

1. Base on emerging business plan
2. Current key holders remain – SMFC/ SMYFC and Girl Guides
3. New Council staff required
 - 1 X part time administrator / site manager – bookings, hire agreements etc
 - 2 x part time caretakers – checks, minor repairs, open closing etc

A contractor would have a number of advantages over a Parish Council operating the site; economy of scales, expertise, skills / knowledge, flexibility, pool of staff to call upon etc

Bring back a Council Bid to next meeting – before going to Council on 22nd April 2024.

If the Girl Guides, SMFC and SMYFC wanted to pitch to manage the site they could go via the expression of interest route.

f) Project plan

Note next key milestone

22nd April 2024 Council meeting either agree to submit planning application or stop project

6. Next meeting

Thursday 11th April 2024, 7:30pm at Parish Office.

STAPLEHURST NEIGHBOURHOOD PLAN REVIEW GROUP
Minutes of meeting held on 21st February, 2024 at 7.45pm

- 1. Present,** Cllr. Margaret Arger, (MA) Chairman, Robin Oakley, Secretary (RO), Richard Griffiths, Parish Clerk(RG), Cllr. Adele Sharp (AS), Chris Broughton, Housing Needs Consultant (CB), Mrs.Joan Buller (JB), Mr. Colin Love(CL), Mr. Tom Burnham(TB),
- 2. Apologies:** Cllr. John Perry (MBC), Dr. Richard Smith, Cllr. Joris Eerdeken
- 3. Minutes of Meeting held on 31 January, 2024:** Agreed.
- 4. Matters arising.** None.
- 5. Housing Needs Survey 2023.** Chris Broughton of CNB Housing gave a presentation on the HNS and dealt with questions and some suggestions for amendments to the final draft. It was agreed that he would make some small amendments to the Survey Report and forward it to the Parish Council by the end of February, 2024.
- 6. Residents' Survey.** RG confirmed that the Spring Village Update, containing the survey has been distributed to every property in the parish and the survey is displayed on the Parish Council website. This had resulted in completion of the survey on line by 12 residents by the start of the meeting, which is encouraging.
- 7. Maidstone Local Plan.** Nothing to report.
- 8. Neighbourhood Plan.** RG confirmed that following his discussions with Alison Eardley, the Council's Consultant, she had produced a draft Neighbourhood Plan Task List and a draft Programme for the Plan's completion, both of which are circulated with these minutes. Alison will attend the next Group meeting and explain her documents and tasks for Group members will be discussed and agreed.
- 9. Funding for production of the Neighbourhood Plan.** RG reported that he had applied for, and received from Locality a grant of £8650 for the Housing Needs Consultant's fees. A further application in the year 2024-5 can be made for ongoing fees.

10. Staplehurst Conservation Area Event - 22 February, 2024. Group members were reminded of this event being held by Maidstone Borough Council in the North Hall of the Community Centre from 2 -7 pm.

11. Further information from Southern Water. None received

12. Any other business. There was no further business and meeting closed at 9.45 pm.

13. Dates of next meetings have been amended. 28 March, and 25 April 2024.

Robin Oakley

22 February 2024

STAPLEHURST PARISH COUNCIL

EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING

Tuesday 12th March 2024

7:30pm at Parish Council Offices

Minutes

Present: Cllr Hotson, Perry, Sharp, Martin, Eerdekenes and the Clerk

1. **Apologies for Absence:** - Cllrs Arger and Riordan
2. **Dispensations - NA**
3. **Minutes of previous meeting –**

Minutes of the 13th February 2024 agreed

4. **Review of Terms of Reference 3G / JFWG (attached) – discuss**
Key tasks for each group?

The **JFWG** has to focus on the day to day operation of the Jubilee Field and this will be time consuming until things settle down

3G Multi-Sport Working group – is time limited and needs to focus on several key tasks such as site design, appointment long term management contractor etc

Merge Groups? Although a significant number of people sit on both groups both groups have a significant work load. Felt in appropriate to merge groups.

5. **Council strategies – discussion highlighted some minor amendments**

- Member and Officer Relations
- Street Naming – add in War Memorials
- Non Councillor members – link to KALC Guidance
- FOI
- Parish Councillor Allowances – new policy, previously just a statement - remove “traditionally”

Group recommended the documents to go to Council

6. **Grants request – BEAM**

The group discussed the application and asked the Clerk to seek more detail and report back.

7. **Discuss Council AGM and Parish Meeting agenda's**

AGM – Group discussed draft agenda – attached

APM – group discussed agenda attached – further ideas on guest speaker requested

Meeting closed 10pm

Minutes of Jubilee Field Working Group
Held Monday March 4, 2024 – West Hall, Village Community Centre,
At 7.30pm.

1. **Present:** Cllr. Sharp – Chairman (AS), Cllr. Alesi (MA), Cllr. Arger (MAA), Cllr. Castro (JC), Dean Fuller (DF), Cllr. Hotson (EH), Cllr. McLaughlin (BM), Chris Rhodes (CR), Cllr. Riordan (PR), Lee Seal (LS), Nicola Stonebridge (NS), Richard Griffiths (RG).
2. **Apologies:** None.
3. **Matters Arising:** None,
4. **Accounts:** LS previously circulated by email. Stadium Fund £1,143.59. CA £695.54. End of the month account 31.03.2024 £1,271.05. Monies owed to Homeleigh for paint.
Due to the weather Junior fixtures had had to play elsewhere incurring added expense. Issue of Pitch Fee refund raised and to be discussed under AOB.
PR requested for the next meeting the Budget figure from SPC be made available so financial decisions of expenditure can be clearly made.
5. **Update on Surrender of Lease:** RG confirmed lease surrendered and lodged with Land Registry.
6. **Maintenance:** Josh Melville has successfully completed the jobs as requested. Cost Approx. £171.46. Agreed payment non-com.
Items outstanding – PIR sensor and a small carpentry job. AS to contact Cartel Electricals. Light bulbs need replacement in disabled toilet and referee's room. Bulbs are in the attic area.
Internal painting discussed. PR has asked for three quotes: Steve Fagg £2800.50 for 30 doors, Mark Johnson £4000 for 30 doors. Aaron Heasman yet to quote. Following discussion, it was agreed to make a formal request to full council for agreement to approach Steve Fagg at £2800.50. Quote included paint. RG to obtain signage labels for some of the doors.
Shutter keys still an issue. Difficulty in find anyone to cut spare keys and cost unclear. AS to speak with contractor again. 3 keys required and a list of key holders to be kept.
Pump lock and key discussed. Agreed non-com to recommend to full council locksmith be requested to remove existing lock and for replacement lock and key. Cost not known.
Skate Park gate awaiting quotes as requested by SPC financial officer.
Health & Safety – paperwork signed off and held in folder in kitchen. Pavilion Risk Assessment for next meeting.
Girl Guide Lease report: following discussion agreed to defer to next meeting. RG highlighted 1. Under lease GG can hire out their facility. 2. Alcohol licence. 3. Insurance premium.
Football 5 Star/pitch and pavilion discussed. Pavilion needs to be left clean and tidy. If not 5 Star will be charged for the cleaner. Agreed non-com. (RG)

Other matters postponed to next meeting.

7. SMFC Presentation: NS clarified this plan was an add on to previous proposals.

EH raised issues regarding the change in the siting of the club house. The proposal required better plan and drawings, building plan to scale, plan for all utilities from pavilion to club house, details of pipes and excavations, plan to show entrance and car park, rights of access.

EH also raised issue of the 3G site and the possible proposal of having one management who would manage ground maintenance not SPC. Would be a lease income stream for SPC. SMFC proposal would need to cover value of land, rights of services and parking rights. Club house would have membership and possible additional services providing a rental/catering stream. Much greater planning detail required.

PR raised collaboration with 3G, separate meter for water and electricity and planning agreement especially as SPC own the land. Likely to be a management group to run the pavilion which would hopefully be in place before the 3G.

RG clarified SPC and planning committee permission. Denise at a previous meeting had advised of a standard FA lease with legal costs etc. A new facility needs to consider additional parking. The 3G project is undertaking a traffic survey/parking assessment. The new clubhouse needs a similar approach as the question is where will the extra parking spaces be?

PR raised previous planning application for flood lighting having 50 car parking space. Increase in Business Tax a possible factor.

RG advised Financial Officer discussing with MBC rate relief which is at present on Bell Lane toilets being transferred to JF.

EH advised SPC would appoint a Land Agent. New lease would be paid for by SPC.

NS sought general agreement from the JFWG to the plan going forward in principle. It was agreed the JFWG were happy to see the project progress and for the plans to be brought back to the next meeting with much more detail. RG confirmed no vote was required.

8. Handover Action Plan Update: RG confirmed Trustees sorted, Girl Guide lease for next meeting, he has received an email for Guide Association legal team which he will forward to CR/MA, accounts in hand for handover April 1, 2024, structural survey, H&S, fire risk assessment done. Order of equipment NS/RG. Hot water tank for next meeting. Management structure sorted. Miscellaneous issue with skip not required at present and relocating container a long-term plan as was hedge cutting for visual display.

PR viewing air source heat pump at Charing and there might be a grant to apply for.

9. AOB:

Junior match fee refund for month agreed non-com.

Response on Stadium Fund awaited RG.

PR advised Alessa Russo has given a signed picture to be framed and passed to SM's.

Possible grant from Community Resilient Fund which the junior club/guides might find useful. Final date 24/03/24.

BM sort clarification that women players had their own changing rooms. NS confirmed yes.

MA padlock changed on Saturday. Issue with guides having a master key. RG/DF. Overhead barrier needs a chain to hold to gate and stop it swinging causing damage and injury. DF

EH raised rut in field visible from Headcorn Road. DF advised caused by Bicycle. Also raised issue of lease premium and catering with contractor.

RG raised Pitch Power and a review for maintenance of pitches/drainage as a capital project with funding available.

PR raised again need for budget figures being available for next meeting for potential expenditure. He will be in Ireland for the next meeting and asked whether a zoom meeting would be possible. AS.

MAA gave apologies for next meeting and a secretary will be required.

Date of next meeting March 25, 2024.

Meeting closed 21.34.