

Parish Office,
Staplehurst Community Centre,
High Street,
Staplehurst,
TN12
Parish Clerk Richard Griffiths
01580 892761
clerk@staplehurst-pc.gov.uk

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

**Monday 8th December 2025, 7.30pm,
South Hall, Staplehurst 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 planning issues of local concern. Please state name and address prior to speaking. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting / part of the meeting.

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

Civility and Respect - All attendees are reminded that this meeting is to be conducted in a spirit of mutual respect and civility. Please ensure that all comments and contributions are made respectfully and considerately.

Kent County Councillor report – (Standing item)

Maidstone Borough Councillor's Report (Standing Item):

Cllr Surgery Saturday 27th December 2025, 10am – 12noon at Staplehurst Library

AGENDA

- 1. APOLOGIES:**
- 2. COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1.** Declarations of Lobbying
 - 2.2.** Changes to the Register of Interests.
 - 2.3.** Interests in Items on the Agenda
 - 2.4.** Requests for Dispensation
- 3. APPROVAL OF FULL COUNCIL MINUTES: (5 minutes)**

Pages 2416 –2423 17th November 2025 available at Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.gov.uk) to be signed by the Chairman.

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list, previously authorised by Council or under delegated authority and paid, Summation and Balance sheet for noting (1 minute)

4.2 Contracts (5 minutes)

Resolution: To approve the Employment, Finance and Strategy group recommendations as set out in the report.

4.3 Draft Council budget 2026/27 (20 minutes)

Resolution: To consider and comment on the working draft budget for 2026/27

4.4 Council contribution to Churchyard maintenance (10 minutes)

Resolution: To consider:

- a) approval of an increase in the annual donation of 4.2% to £17,500
- b) an additional increase of £1,767 to cover an extra grass cut towards the end of the season

4.5 Appointment of Human Resources and Health and Safety Consultant (5 minutes)

Resolution: To approve the HR Group recommendation to appoint Peninsula as Human Resources and Health & Safety Consultants on a 5-year contract at £3,039.60 plus VAT per year, at £253.30 plus VAT per month.

4.6 Appoint an RFO Locum (5 minutes)

Resolution: To consider the appointment of Local Council Consultancy for an RFO Locum for January 2026, for 12 weeks, 20 hrs per week up to £40ph

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

6 PROPOSALS FOR DISCUSSION and DECISION -

6.1 Devolution – standing item verbal update (5 minutes)

6.2 3G Multi-Sport pitch verbal update (moved to confidential due to contractual issues)

6.3 Jubilee Field budget monitoring report – 1st April – 30th September 2025 (5 minutes)

Resolution: To note the budget monitoring report for the Jubilee Field, 1st April – 30th September 2025, as per **appendix A**

7. Update report CORRESPONDENCE & PARISH ISSUES for decision or noting:

8 Chairman's Report (5 minutes)

8.1 Committee and working group minutes for noting (5 minutes)

8.1.1 Planning Committee minutes 24th November 2025

8.1.2 Road Safety Group meeting to be confirmed

8.1.3 Jubilee Field Working Group minutes 27th November 2025

8.1.4 SCEnic minutes 13th November 2025

- 8.1.5 NDP Review Group next meeting to be arranged
- 8.1.6 Communications Group meeting to be confirmed
- 8.1.7 Greener Staplehurst Group meeting - to be arranged
- 8.1.8 3G Multi-Sport working group next meeting 11th December 2025

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

10 Confidential

Finance, Strategy and Employment Group meeting notes 18th November 2025.

10.1 3G Multi-Sport pitch update report (10 minutes)

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

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

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

RJ Griffiths

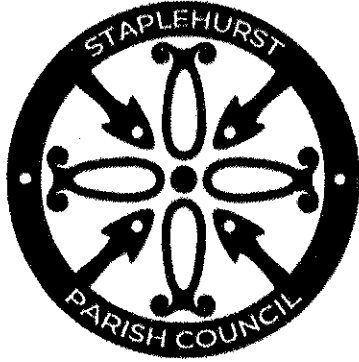
Richard Griffiths Parish Clerk

3/12/25

<u>Parish Council Saturday Surgeries with Borough Councillor Perry</u>	
<u>(Staplehurst Library 10.00am – 12.00pm)</u>	
<u>Date</u>	<u>Councillor</u>
27 th December 2025	Borough Councillor John Perry / TBC
31 st January 2026	Borough Councillor John Perry / TBC
28 th February 2026	Borough Councillor John Perry / TBC
<u>Future Parish Council meeting dates</u>	
12 th January 2026 (8pm)	7:30pm South Hall Staplehurst Community Centre
26 th January 2026	7:30pm South Hall Staplehurst Community Centre
16 th February 2026	7:30pm South Hall Staplehurst Community Centre

Minutes & Agenda Circulation List:

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



STAPLEHURST 2416

PARISH COUNCIL

MINUTES

17TH NOVEMBER

2025

PUBLIC FORUM - NA

Kent County Councillor report – (Standing item)

Cllr Black raised a number of points:

- Cranbrook Rd, 5 years and still waiting – latest update chasing BT and landowner permission?
- Youth Club – now being picked up by YMCA.
- Bathurst Rd leak – fixed but now leaking again.
- Kerbs at Thatcher Rd / Marden Rd damaged – still chasing.
- Hedge at Bell Lane – not KCC
- Tree at Butcher Close – not KCC
- Hawkenbury Bridge – still chasing the option of a Bailey Bridge
- Currently investigating the flooding on the high street – some disruption

Maidstone Borough Councillor's Report (Standing Item):

Apologies from Cllr Riordan and Perry

Cllr Surgery Saturday 29th November 2025, 10am – 12noon at Staplehurst Library

– Cllr Ash

Present: Cllrs Sharp, Alesi, Arger, Ash, Castro, Farragher, Martin, McLaughlin, Melville, Hotson, Wakeford, Pett, Rhodes and the Clerk

1. **Apologies:** Cllrs Riordan and Perry

2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**

2.1. Declarations of Lobbying - NA

2.2. Changes to the Register of Interests - NA

2.3. Interests in Items on the Agenda - NA

2.4. Requests for Dispensation - NA

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

Pages 2410 –2415 27th October 2025 available at Full Council - Staplehurst Parish Council

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

- Staplehurst Parish Council, Staplehurst, Tonbridge (staplehurst-pc.gov.uk)

Note, Bailey Bridge page 2415 Cllr Alesi proposed, and Cllr Pett seconded to approve the minutes of the 27th October 2025, agreed majority 12 for, 0 against and 1 abstained.

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list, previously authorised by Council or under delegated authority and paid, Summation and Balance sheet for noting.

<u>Approved Payments 23rd October - 11th November 2025</u>	<u>Amount</u>
All Saints Staplehurst PCC - Churchyard Maintenance 3/3rds	5,585.67
Homeleigh Timber - Caretaker Gloves	3.31
Staff Reimbursement - Sundry items Parish Office	26.00
Mel Alesi - SEHT Insurance Premium Reimbursement	382.20
Choice Support - Village Planter Maintenance October	519.00
KALC - Mastering Planning Training RG Feb '25	60.00
Paul Graves - Lock Repair Bell Lane Toilet Doors	77.99
Iden Business Services Ltd - Interim Internal Audit Fee	200.00
Bumbles Plant Centre - Plants & Tubs GSG	64.69
Kingswood Christmas Trees - 1x10ft Nordman Plus Delivery	171.99
Veterans Operating Base CIC - Grant Award	1,000.00
Hi Kent - Grant Award	440.00
Alex Harvey - JF Pavilion Cleaning October	100.00
Alex Harvey - Youth Club Cleaning October	100.00
Amazon UK - Laminating Pouches	8.57
Payroll November	38.12
Simply Print Ltd - Village Update Autumn Printing & Artwork	858.00
Surrey Hills Solicitors - Legal Advice	540.00
Amazon (UK) Ltd - Christmas Tree Fairy Lights	107.96
Bradley Hawkins - Wimpey Field Mowing/Strimming	225.00
David George - Reimburse Strimmer Line GSG	20.00
Business Stream - Youth Club Waste Water Aug-Oct	30.41
Adobe Systems - Monthly Subscription Oct-Nov	19.97
Spar - Milk Parish Office	2.30
Sainsbury's - Parish Office Batteries	25.50
Amazon UK - Battery Charger Xmas Tree Lights	33.21
Sainsbury's - Milk Parish Office	2.90
Telecoms World - Virtual Phone No. SEHT October	14.39
Telecoms World - Broad Band Youth Club October	29.40
Npower - Street Light Energy September	43.00
British Gas Lite - Electricity JF Pavilion Aug-Oct	578.49
British Gas Lite - Electricity SF Pavilion Aug-Oct	29.20
British Gas Lite - Parish Office Electricity Aug-Oct	27.69
Countrystyle Recycling - Waste Recycling September	76.85
British Gas Lite - Bell Lane Toilets Electricity Sept-Oct	31.89
MBC - Parish Office Council Tax Room 1 November	62.00
MBC - Parish Office Council Tax Room 2-3 November	72.00
MBC - Bell Lane Toilets Council Tax November	100.00
MBC - Youth Club Council Tax November	121.00

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

Sage Payroll - November	24.00
TOTAL CURRENT ACCOUNT EXPENDITURE	11,852.70

TOTAL PETTY CASH EXPENDITURE 0.00

Noted, along with Summation and Balance sheet.

4.2 Contracts

Following a debate which highlighted that this is an annual rolling contract, Cllr Arger proposed, and Cllr Martin seconded to approve the resolution below, agreed unanimously.

Resolution: To approve N-Power half-hourly metered street light contract, estimated £40 per month.

Budget code: Street lights / energy

4.3 Chestnut Avenue hedge report

Following a debate which highlighted, the good work being done Cllr Farragher proposed, and Cllr Melville seconded to approve the resolution below, agreed majority 12 for, 1 against and 0 abstained.

Resolution: To approve an increase of £175.00 in cost.

Budget code: Chestnut Avenue Hedge

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

Item 2382/10.1 – Railway station – circulated latest comment and Cllr Wakeford volunteered to respond to recent Southeastern Railway survey. Also reviewing Customer and Community Improvement Fund – £50,000 to help improve railways – report back to Council.

Item 2338/6.2 Girl Guides as of 4pm still no contact from the Girl Guides solicitors

Item 2396/3.1 JF pavilion deep clean note SMFC CIC (Youth Section) have still not cleared the changing room of their general football equipment and have requested to put it in a temporary container (in the corner of the main pitch to store their general football equipment that is currently in the changing room) The parish Council could use permitted development rights for the container.

The discuss was against this as the general football equipment should not be stored in the changing room, they have a "lean to use" or could store elsewhere.

Cllr Farragher proposed, and Cllr Pett seconded the resolution below – agreed unanimously. That there should not be an extra container, that the SMFC CIC (Youth Section) should clear the changing room by 5pm on Thursday 20th November 2025 to allow the deep cleaning to take place and if they do not, advise SMFC CIC (Youth section) that any extra deep cleaning cost would be charged to SMFC CIC Youth Section.

Item 2400/4.1 Cllr Riordan statement Friday 14th November 2025, was posted on social media and sent to the Parish Councillors and Staff.

The Council resolution on 29th September 2025 requested that Cllr Riordan should, within 14 days,

- publicly apologise for his statements as they are damaging to Staplehurst Parish Council,
- as well as in writing to the Chairman of SMFC CIC apologising for his unsupportive statement,

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

- to remove the comments,
- and cease and desist from making publicly any future untrue statements about SMFC CIC and the finances of Staplehurst Parish Council

SMFC CIC have confirmed they received a similar statement from Cllr Riordan on the 14th November 2025.

The general tone of the debate was that it was not really an apology, that it was in response to the SMFC CIC complaint, that Cllr Riordan could remove his post, but has not yet, and that he was still getting supporting comments, which he has liked.

To clarify some points

1. SPC own and manage the Jubilee Field
2. SPC is responsible for paying all the bills – utilities, ground maintenance etc.
3. It is used by the general public and hired out to various teams for football.
4. Cllr Riordan is fully aware of this.

Cllr Riordan chaired meetings and was heavily involved in the setting of Staplehurst Parish Council budget for 2024/25, note minutes of Employment, Finance and Strategy Group meetings on 30/11/23 (item 4), 14/12/23 (item 4) and 11/1/24 (item 5)

At the Council meeting 22/1/2024 Councillor Riordan seconded the resolution for the Jubilee Field expenditure budget 2024/25. (item 3.1)

At the Council meeting 22/1/2024 Councillor Riordan proposed the resolution for the Fees and Charges, including the Jubilee Field fees and charges for 2024/25. (item 3.2)

At the Council meeting, 22/1/2024 Councillor Riordan voted in favour of amendments to Council budget for 2024/25. (item 3.3)

At the Council meeting and 29/1/2024 Councillor Riordan voted in favour of the Council budget for 2024/25 (item 4.4)

Two auditors have checked and confirmed Staplehurst Parish Council's accounts for 2024/25.

Transparency

- All the information is available on the Parish Council website.
- Social Media post included Council payments of bills – actually confirms SPC paying all the bills.
- The Social Media post included the Pie Chart in annual report. The RFO sent the end of year accounts / balance sheet to Communications Group.
- For the record, The Jubilee Field expenditure budget for 2024/25 was £46,479, the actual cost was £28,996,19. The 3G pitch consultant fees came to £19,944.02. Therefore, the overall spend at the Jubilee Field in 2024/25 was £48,940.21.
- The income at the Jubilee Field in 2024/25 was £14,296.52.
- The parish precept is used to support all parish services – Surrenden Field, Youth club etc as well as Jubilee Field.
- For a number of years, the Communications Group felt that using Infographics, Pie Chart, rather than the actual end of year accounts / balance sheet was a more user-friendly way of presenting financial information in the Annual Report.

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

Maybe Council should go back to the RFO presenting the figures and text in the Annual Report.

In summary there is no evidence that Cllr Riordan's statement, "*Your Council tax!!!!.....it is very clear that over £24,000 of your council tax was purely spent on running the football club....*" is correct. It is false.

The Legal letter has been drafted was about to be sent, it will need checking.

As Council had approved the resolution to send the letter at the last Council meeting, 27th October 2025 (2415/6.7) at least five Cllrs are required to propose to review a Council decision. No Cllrs proposed to review the decision. Therefore, the legal letter will be sent.

Item 2385/4.2 - update on Christmas Tree 29th November 2025 am – Cllrs Melville and Cllrs Wakeford volunteered.

Note

Premises Licence at JF – the Designated Premises Supervisor is changed to Mel Alesi.
Road salt – large bag is being delivered – need some volunteers to bag it up!

6 PROPOSALS FOR DISCUSSION and DECISION -

6.1 Devolution – standing item verbal update.

MBC presentation circulated to all Cllrs, general concern about the cost of restructuring, and that it feels like it is "being done to us."

MBC voting this week on preferred option – likely to be a "West Kent" - Maidstone with Sevenoaks, Tunbridge Wells and Tonbridge and Malling.
KCC prefer a whole Kent Unitary Authority.

Timescales

- Submission to Government by 28th November 2025
- Government consultation spring 2026
- Government decision summer 2026
- Initial formation of shadow authority – spring 2027 – to prepare for Unitary Authority
- Unitary Authority – May 2028

Planning - The MBC Local Plan will roll over.

A "County infrastructure Plan" will be developed by the "Mayoral Strategic Authority" and then a new Unitary Authority Local Plan – likely to be several years.

Asset transfer opportunities – potential to transfer Assets to a Parish before Unitary Authorities formed, otherwise to Unitary Authority.

6.2 3G Multi-Sport pitch verbal update

Defer to confidential section, contractual issues.

6.3 Model Publication Information Scheme

Following a debate which highlighted the only real change was the allotments Cllr Martin proposed, and Cllr Arger seconded to approve the resolution below, agreed unanimously.

Resolution: To adopt the Model Publication Information Scheme in **Appendix A** of this report

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

6.4 **Vexatious Complaints Policy**

Following a debate which highlighted the need for consistency around the wording "consult" and that it should be the Chairman of the Council and Vice Chairman of Employment, Finance and Strategy group.

Cllr Martin proposed, and Cllr Melville seconded to approve, with the comments above, the resolution below, agreed unanimously.

Resolution To adopt the Vexatious Complaints policy in **Appendix A** of this report

6.5 **Sexual and General Harassment Policy**

Following a debate Cllr Arger proposed, and Cllr Wakeford seconded to approve the resolution below, agreed unanimously.

Resolution: To adopt the Sexual and General Harassment policy in **Appendix A** of this report

6.6 **Staplehurst Neighbourhood Plan 2024 - 2038**

Following a debate which highlighted the hard work of the NDP Review group and no further amendments, Cllr Arger proposed, and Cllr Rhodes seconded to approve the resolution below, agreed unanimously.

Resolution: To approve the Staplehurst Neighbourhood Plan 2024 – 2038 to Maidstone Borough Council to lead the next stage – Regulation 16.

6.7 **Allotment update report**

Following a debate which highlighted that there are no issues, but the letters need to be approved in case they are required in the future.

Cllr Pett proposed, and Cllr Wakeford seconded to approve the resolution below, agreed majority unanimously.

Resolution: To note update report and approve;

- i. Enforcement notice 1 - formal warning – **Appendix B**
- ii. Enforcement notice 2 – formal warning – **Appendix C**
- iii. Enforcement notice 3 - Council decision to issue notice to quit – **Appendix D**

7. **Update report CORRESPONDENCE & PARISH ISSUES for decision or noting:** NA.

8 **Chairman's Report**

Noted a request from "Heart of Kent Hospice" regarding a future hospice in Linton near Coxheath to support their bid for "MBC Strategic CIL funding" Clerk to circulate, general feeling was Cllrs should support individually.

8.1 **Committee and working group minutes for noting (5 minutes)**

- 8.1.1 Planning Committee minutes 3rd November 2025
- 8.1.2 Road Safety Group, next meeting 20th November 2025
- 8.1.3 Jubilee Field Working Group minutes 20th October 2025
- 8.1.4 SCEnic meeting 23rd October 2025
- 8.1.5 NDP Review Group meeting 5th November 2025, to follow.
- 8.1.6 Communications Group meeting 13th November 2025, to follow.
- 8.1.7 Greener Staplehurst Group meeting - to be arranged.
- 8.1.8 3G Multi-Sport working group meeting - to be arranged.

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

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

Churchyard Liaison Group meeting – 6th November 2025

Public Forum

A resident raised the issue of the Scouts Post Boxes – as it helps raise some funds.

10 Confidential

3G Pitch update – the Council have received a revised capital cost, this is being double checked by the Football Foundation and agreed a Cllr Workshop Monday 1st December 2025 7:30pm to discuss next steps.

10.1 Employment, Finance and Strategy Group meeting minutes 16th October 2025, noted.

10.2 HR Report

Following a debate which highlighted information researched by the HR Group, relating to staff pay for 2025/6 and taking account of all advice received, the following resolutions were voted on:

1. To approve a one-off discretionary payment to be paid to the Clerk, the RFO and the PSO. (Subject to tax and NI)

Proposed by Cllr Arger, seconded by Cllr McLoughlin – agreed 10, against 0, abstained 3.

2. To approve the amount to be paid and the reason for the payment as a one-off discretionary payment:

- Clerk £1000 in recognition of the work he has undertaken in respect of the 3G pitch project and for obtaining his FILCA qualification.

Proposed by Cllr Sharp, seconded by Cllr Arger – Agreed 10, against 0. Abstained 3.

3. To approve the amount to be paid and the reasons for the payments as one-off discretionary payments:

RFO and PSO £750 each in recognition of them both attaining their FILCA and iLCA qualifications respectively.

Proposed by Cllr McLoughlin, seconded by Cllr Alesi – agreed 10, against 0, abstained 3.

4. To agree that SPC would continue to follow the contractual agreement relating to TOIL, which states:

"The council may require you to occasionally perform some additional hours of work in excess of your normal working week, depending on the needs of the council. You are entitled to receive time off in lieu for these additional hours.

In exceptional circumstances, provided the Employment Group has approved them in advance, it may reimburse you at your normal rate of pay."

Proposed by Cllr Hotson, seconded by Cllr Castro – agreed unanimously.

It was also noted that the HR Group will await the forthcoming government advice relating to parish councils' staffing structures and be guided by it.

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

The Caretaker was also considered regarding this decision, but no increase was considered necessary, as he is not yet at the top of his pay band, he will continue to progress to the next pay level as per his contract.

Meeting closed.....9.30pm.....

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

STAPLEHURST PARISH COUNCIL

Approved Payments 12th November - 3rd December 2025	Amount
HMRC - Tax & NI October	2656.26
CSG Global Education - White Line Marker Jubilee Field	67.15
Forvis Mazars LLP - Annual Audit Fee	1008.00
Heliocentrix Ltd - Business Basic October	147.46
Heliocentrix Ltd - Managed IT Silver x3 Workstations October	138.60
Bradley Hawkins - Chestnut Ave/A229 Annual Hedge Cut	525.00
Dean Fuller - Mowing/White Line Marking Jubilee Field June	460.00
Dean Fuller - Mowing/White Line Marking Jubilee Field Oct	395.00
Dean Fuller - Mower Petrol	25.01
Mr J Melville - Reimburse Steel Drum re Christmas Tree	75.59
Rumwoods Ltd - Plants & Plant Pot GSG	36.57
County Fire Protection - Fire Alarm Service	108.00
Staff Payroll & Pension Costs - November	9277.42
P&F Cleaning - Bell Lane Toilets Clean/Open/Sund November	1010.00
Mr J Melville - 12ft Nordman Christmas Tree re The Parade	159.99
Heliocentrix Ltd - Keyboard & Mouse Parish Office RG	45.59
Alex Harvey - JF Pavilion Deep Clean	1000.00
NALC - Training Event RG	42.00
Streetlights - Xmas Motif Erect/Connect/Test	1440.00
Choice Support - Planter Maintenance November	519.00
Staplehurst Community Centre - Parish Office Rental Apr-Dec	3150.00
Amazon (UK) Ltd - Christmas Tree Fairy Light Batteries	64.32
Sevenoaks DC - JF premises Licence Holder Changes	23.00
Adobe Systems - Monthly Subscription Nov-Dec	19.97
Sainsbury's - Milk Parish Office	2.10
British Gas Lite - SF Pavilion Electricity Oct-Nov	40.47
MBC - Parish Office Council Tax Room 1 December	62.00
MBC - Parish Office Council Tax Room 2-3 December	72.00
MBC - Bell Lane Toilets Council Tax December	100.00
MBC - Youth Club Council Tax December	121.00
British Gas Lite - JF Pavilion Electricity Oct-Nov	435.66
British Gas Lite - Bell Lane Toilets Electricity Oct-Nov	34.10
Pozitive Energy - Electricity Youth Club October	82.79
Business Stream - Bell Lane Toilets Water Sep-Oct	62.93
Castle Water - Jubilee Field Pavilion Potable Water Oct	163.97
British Gas Lite - JF Pumping Station Electricity Sept-Nov	16.69
Telecoms World - Vitrual Phone No. SEHT Oct	14.39
Telecoms World - Broadband Youth Club Oct	29.40
Npower - Streetlight Energy October	52.33
British Gas Lite - Parish Office Electricity Oct-Nov	185.66
Countrystyle Recycling - Waste Collection October	101.82
Business Stream - JF Pavilion Waste Water Aug-Nov	725.20
Lloyds Bank - Charges November	8.50
TOTAL CURRENT ACCOUNT EXPENDITURE	24,704.94

TOTAL PETTY CASH EXPENDITURE

0.00

Date	Ref.	CURRENT ACCOUNT INCOME	Amount
20/11/2025	FPI-53	SMUFC - JF Premises Licence Name Change	23.00
20/11/2025	FPI-46	SMUFC - Reimbursement JF Master Keys x3	66.00
24/11/2025	FPI	Kingswood Christmas Trees - Refund 10ft Nordman + Delivery	171.99
20/11/2025	FPI-50	SMUFC - JF Pitch Hire November	768.64
			<u>1,029.63</u>

Date	Ref.	PETTY CASH EXPENDITURE	Amount
		NONE.	0.00
			<u>0.00</u>

Date	Ref.	PETTY CASH INCOME	Amount
		NONE.	0.00
			<u>0.00</u>

Date	Ref.	PARISH COUNCIL DEPOSIT ACCOUNT INCOME	Amount
01/12/2025	INT	Lloyds 95 Day Notice - Interest November	218.14
			<u>218.14</u>

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

Payments are authorised by any two of Councillors Arger, Ash, Castro, Hotson or McLaughlin
TWO COUNCILLORS to sign this sheet to confirm it contains the details ratified by the Council on 8th December 2025

.....

Financial totals since the preceding meeting report

Parish Council Income
Current a/c 1,029.63
Petty Cash in 0.00
Deposit a/c 218.14
1,247.77

Parish Council Expenditure
Current a/c 24,704.94
Petty Cash out 0.00

(incl. of VAT) 24,704.94

MAF

STAPLEHURST PARISH COUNCIL ANTICIPATED BUDGET -V- EXPENDITURE 2025-2026

	Budget £ and p	Actual/projected to Year End £ and p	Actual -v- Budget
General Parish Services	132,206.61	131,014.48	1,192.13
Allotments	500.00	500.00	
CCTV	5,950.00	5,830.00	
Christmas Lights	6,645.00	1,770.81	
Churchyard	16,757.00	16,757.00	
# Greens, Trees and Tubs	11,280.00	12,830.00	
Jubilee Field Maintenance	28,565.00	29,562.50	
Neighbourhood Plan - NPRG	1,000.00	1,000.00	
Playscheme	2,315.00	2,248.32	
Projects	0.00	0.00	
Public Toilets	22,264.00	20,764.00	
Skatepark	10,074.00	8,683.00	
Street Lighting & public furniture	6,550.00	5,844.96	
Surrenden Field Maintenance	6,634.38	11,300.58	
Village Update & Website	7,964.23	7,964.23	
SEHT	500.00	526.08	
Wimpey Field	5,208.00	5,433.00	
Youth Services	26,058.08	16,637.19	9,420.89
Club Site Lease	850.00	850.00	
# Building maintenance and equipment	25,208.08	15,787.19	
Council Administration & Support	40,170.30	29,628.95	10,541.35
Courses and Training	2,000.00	1,108.03	
Hire of Halls	2,225.00	1,745.25	
Insurance	3,800.00	3,450.58	
Running costs	27,445.30	16,482.00	
Office Equipment	1,200.00	3,767.18	
Subscriptions	3,500.00	3,075.91	
Staff	130,000.00	126,144.80	3,855.20
Other Expenses	31,200.00	24,188.69	7,011.31
Audit	1,350.00	1,640.00	
Basic Councillor Allowance	7,150.00	5,954.51	
Chairman's discretionary budget	1,000.00	329.18	
Donations & Grants	4,600.00	2,890.00	
# Professional Fees	17,100.00	13,375.00	
Election Costs	0.00	0.00	
TOTAL REVENUE EXPENDITURE	359,634.99	327,614.11	32,020.88
Reserves	268,311.16	-32,999.41	301,310.57
General Fund	141,601.15	0.00	141,601.15
CIL Funds	55,551.79	-32,999.41	88,551.20
Surrenden Playing Field Project	27,500.00	0.00	27,500.00
Jubilee Field	15,000.00	0.00	15,000.00
Greener Staplehurst Group	200.00	0.00	200.00
Wimpey Field	2,000.00	0.00	2,000.00
Neighbourhood Development Plan	2,000.00	0.00	2,000.00
Youth Club Activities & Equipment	1,338.52	0.00	1,338.52
Youth Club Building	13,485.10	0.00	13,485.10
# Balance b/fwd for future budget	9,634.60	0.00	9,634.60

Actual Expenditure includes actual and committed expenditure to date.

SIGNED by two Councillors to confirm authenticity



Mrs DA Jenkins
Responsible Finance Officer
Prepared on 03/12/2025

BALANCE SHEET at 03/12/2025**Bank balances**

Date last reconciled

PC Current Account	2,702.34	02/12/2025
PC Deposit	131,479.74	02/12/2025
Lloyds 95 Day Notice	104,274.26	30/11/2025
Nationwide 95 Day Saver	100,096.62	31/03/2025
Unity Trust Bank	90,623.58	30/09/2025
Petty Cash	2.48	02/12/2025
TOTAL cash and bank accounts	429,179.02	

Debtors/Creditors

PAYE	-3,886.26
VAT	2,632.86
NET Debtors/Creditors	-1,253.40
	427,925.62

Reserves

Parish Council All Funds	427,925.62
Warden Community Alcohol Project	0.00
Warden Memory Cafe	0.00
Warden Youth Project	0.00
Staplehurst Covid-19 EHT	0.00
	427,925.62

SECTION 106 & CIL FUNDING AVAILABLE

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

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

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

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

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

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

CIL - Rec'd from MBC **£22,624.60** for the period from 1st October 2024 to 30th March 2025. Report to Maidstone Council by 30th June 2025 on how the received CIL monies have been allocated and spent during the previous financial year in accordance with the CIL reporting regulations.

CIL - Rec'd from MBC **£10,374.81** for the period from 1st April 2025 to 30th September 2025. Report to Maidstone Council by 30th June 2026 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

Item @ Title	4.2	Contracts
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	8 th December 2025, South Hall	
Report Author	RFO / Clerk	
Purpose	To approve contracts	
Resolution	To approve the Employment, Finance and Strategy group recommendation as set out in the report.	
Link to Strategic Action Plan	Community Infrastructure – maintenance of facilities	

Background:

The Council has a rolling programme of contracts.

Detail:

The Employment, Strategy and Finance Group considered a number of contract quotes, see **appendix A** attached. They are recommending the following

Contract item	Company	Value 2026/27
Grass mowing – youth Club x 8 cuts pa	Forestry First Ltd	£520.00
Hedge cutting – Youth Club x 2 cuts pa	Forestry First Ltd	£600.00
Mowing A229/Chestnut Avenue x 8 cuts pa	Forestry First LTD	£680.00
Hedge Cutting Jubilee Field 1 cut pa	Forestry First LTD	£780.00
Grass mowing &strimming Wimpey Field x 48hrs pa	Contrast Garden Maintenance	£1,200.00
Grass mowing Surrenden Field – including hedge line x 16 cuts pa	Landscape Services Ltd	£1,967.62
Hedge cutting A229/Chestnut Avenue 1 x cuts pa	Contrast Garden Maintenance	£250.00

Financial implications: Within budget

Budget Code: Various

Additional information:

STAPLEHURST PARISH COUNCIL

Item @ Title	4.3	Draft Council Budget 2026/27
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		8 th December 2025, South Hall
Report Author		RFO / Clerk
Purpose		To consider draft budget plus fees and charges
Resolution		To consider and comment on the working draft budget for 2026/27
Link to Strategic Action Plan		All Council services
Background: <p>The Council is required to set the budget for 2026/27 and request the precept from MBC by the end of January 2026.</p> <p>The Employment, Strategy and Finance Group have discussed the draft budget at their meetings in October and November 2025 – see the “budget elements” of the minutes attached in Appendix A.</p>		
Detail: <p>The draft budget is attached in Appendix B.</p> <p>The draft Fees and Charges are attached in Appendix C.</p> <p>The discussion from today will be fed back into the final budget for a report to Council in January 2026 to set the 2026/27 budget / precept.</p>		
Financial implications: Setting budget for 2026/27		
Budget Code: NA		
Additional information:		

EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING

Meeting 16th October 2025

10:00am Parish Offices

Minutes

1. Present Cllr Sharp, Perry, Martin, Cllr Arger by Teams plus the RFO and the Clerk

2. Apologies for Absence Cllr Hotson

Absent Cllr Riordan

3. Dispensations - NA

4. Minutes of last meeting – agreed by those present.

5. Budget 2025/26

a) First draft budget - RFO led the discussions.

3G project budget implications – Cllr Arger and Clerk updated the group.

- Planning due this week
- The aim is for the design and build consultants will forward a “provisional final fee” to Council by early November 2025.
- Therefore, a Cllr workshop to review the funding gap / can we afford it or not.
- RFO to bring details of Consultants fees so we have a whole project cost.
- Aim to tender submissions back by early December 2025.

Jubilee Field 2026/27 budget will either be.

the current Council budget updated.

or

A management fee / small miscellaneous budget

Therefore, suggest that the Council meeting 12/1/26 is on 3G project and then EGM on 19/1/26 to approve budget.

If 3G pitch agreed start on site March 2026 – open summer 2026.

The RFO noted current estimate about £30,000 under in 2025/26 due to savings in areas such as: on Youth Club Worker, Parade toilet, staffing etc.

As a general rule, increased costs by 3% or where know an increase / decrease is due.

RFO to amend first draft as discussed, included.

Retain CCTV at Jubilee Field, Churchyard increase to £17,000, projects Surrenden Field pavilion TBC, Jubilee Field sinking fund £5,000 plus some drainage works

required, retain £6,000 Parade Toilets sundries. sinking fund, Retain Display Boards, £3,000, uplift website to £5,500, Information £2,000, obtain quote for new carpet tiles in the office, £500 to office sundries.

Playground equipment – may need new piece of equipment also await result of consultation.

Community Warden – need to fully explore options of a joint project.

a) fees and charges were discussed and proposed the following.

Fees and Charges for 2026/27 - VAT does not apply				
Youth Club 1 st April 2026 – 30 th March 2027				
	Morning	Afternoon	Evening	Comment
Community Group; Without membership fees such as NDPR Group, SCEG, Council working groups	£0	£0	£0	Same as 2025/26
Community organisation / society with membership fees	£12.50	£12.50	£12.50	Increase from £10 in 2024/25, £12.50 in 2025/26.
Commercial / private hire	£40	£40	£80	Increase from £30 in morning / afternoon and from £60 in evening from 2024/25. Same as 2025/26
Allotments from 1 st September 2026 until 31 st August 2027				
Per plot for year 1 st September 2025 – 31 st August 2026			£120	Same as 2025/26
Jubilee Field from 1 st August 2026 – 31 st July 2027				

SMFC CIC senior section - ground hire per year includes extra refreshments			£9,132.75 or £761.06 per month	10% increase from 2025/26 £8,302.50 or £691.87 per month
The cost of floodlighting for matches and training will be charged monthly at 25.99p per kwh.			be charged monthly at 25.99p per kwh.	Electrical supply contract the same as 2025/26
SMFC CIC youth section pitch hire per year			£7,815.21 or £651.26	5% increase from 2025/26 £7,443.06 or £620.25 per month
One off grass pitch hire with changing rooms – need to include cost for putting up and taking down posts – RG check and report back				
Standard pitch hire			£60	£60 in 2024/25 and 2025/26
Main grass pitch hire			£100	£100 in 2024/25 and 2025/26
Main grass pitch hire, with lights			£150	£150 in 2024/25 and 2025/26
Ground hire – if charging entry			£250	£250 in 2024/25 and 2025/26

Additional fees discussed

Jubilee Field Five Star football - £2.50 per head per day for football course. Same for three years – proposed to increase to £3.00 per head per day.

Scenic to discuss general community hires for events at Jubilee Field / Surrenden Field and report back.

6. Contracts – RFO updated the meeting the only contract was the ongoing N-Power unmetered supply for streetlights – just need a Council minute.

Cllr Perry proposed and Cllr Sharp seconded to propose to Council – agreed unanimously.

EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING

Meeting 20th November 2025

Minutes

1. **Present:** Cllrs Sharp, Arger, Hotson and Perry and plus RFO and Clerk
2. **Apologies for Absence** – Cllr Riordan
3. **Dispensations** - NA
4. **Minutes of last meeting** –agreed.

Note Vexatious Complaints Policy includes "Vice Chairman of EFSG" need to elect a Vice Chairman of EFS Group

Cllr Arger proposed, and Cllr Perry seconded Cllr Martin – agreed unanimously.

5. **Action Plan** – on target
6. **Budget 2025/26**

RFO lead discussion main points;

Christmas lights – investigate with KCC if they can be extended down the Hill towards Pinnock Lane, if so what cost? Leave Christmas Lights as is.

JF budget - potential drainage work – will need fully costed scheme and use "Sinking Fund from 2025/26" which should go into ring fenced reserves 31st March 2024.

If 3G pitch goes ahead still need to operate until hand over – summer 2026.

Leave JF budget as is.

Playground equipment purchases – potential cost but wait for results of consultation - cost of new equipment likely to be £10,000 plus. Leave as is.

Parade Toilets – still not opened and need to clarify how this is going to work. May become part of the Asset Transfer process of Unitary Authority. Discussed Surrenden Field lease / freehold and how complex and protracted that was. Leave budget as is.

Parish Service Grant – likely to stay the same, leave as is.

6a) Comparative grass pitch fees and charges

Clerk circulated comparative data (MBC, Sutton Valance, Marden, Goudhurst and Hawkhurst) following a discussion agreed to leave as last year.

STAPLEHURST PARISH COUNCIL - BUDGET 2026-2027

	2024/25 <u>Actual Spend</u>	2025/2026 <u>Current Budget</u>	2025/2026 <u>Projected Spend</u>	2025/2026 <u>Variance</u>	2025/2026 <u>ORIGINAL Budget</u>	2026/2027 DRAFT Budget	£ and p
General Parish Services	116,521.84	132,206.61	131,014.48	1,192.13	131,506.61		164,024.62
Allotments	981.46	500.00	500.00	0.00	500.00	650.00	
CCTV	2,420.00	5,950.00	5,830.00	120.00	5,950.00	6,100.00	
Christmas Lights	4,779.39	6,645.00	1,770.81	4,874.19	6,645.00	2,000.00	
Churchyard	10,945.43	16,757.00	16,757.00	0.00	16,757.00	17,000.00	
Greens, Trees and Tubs	8,153.80	11,280.00	12,799.53	-1,519.53	10,580.00	10,080.00	
Jubilee Field Maintenance	48,058.88	28,565.00	29,562.50	-997.50	28,565.00	25,370.00	
Neighbourhood Plan -NPRG	6,884.30	1,000.00	1,000.00	0.00	1,000.00	1,000.00	
Playscheme	2,174.33	2,315.00	2,248.32	66.68	2,315.00	2,300.00	
Projects	0.00	0.00	0.00	0.00	0.00	30,000.00	
Public Toilets	15,453.74	22,264.00	20,764.00	1,500.00	22,264.00	23,415.00	
Skatepark	881.33	10,074.00	8,683.00	1,391.00	10,074.00	9,880.00	
Street Lighting & public furniture	2,435.86	6,550.00	5,844.96	705.04	6,550.00	4,750.00	
Surrenden Field Maintenance	4,267.26	6,634.38	11,300.58	-4,666.20	6,634.38	14,799.62	
Village Update & Website	4,546.03	7,964.23	7,964.23	0.00	7,964.23	10,690.00	
SEHT	500.00	500.00	526.08	-26.08	500.00	550.00	
Wimpey Field	4,040.03	5,208.00	5,463.47	-255.47	5,208.00	5,440.00	
Youth Services	11,414.91	26,058.08	16,637.19	9,420.89	26,058.08		7,899.08
Club Site Purchase/Lease	850.00	850.00	850.00	0.00	850.00	850.00	
Building, maintenance and equipment	10,564.91	25,208.08	15,787.19	9,420.89	25,208.08	7,049.08	
Office Support	25,945.46	40,170.30	29,628.95	10,541.35	40,170.30		33,587.30
Courses and Training	845.75	2,000.00	1,108.03	891.97	2,000.00	2,000.00	
Hire of Halls	1,846.50	2,225.00	1,745.25	479.75	2,225.00	2,000.00	
Insurance	3,695.30	3,800.00	3,450.58	349.42	3,800.00	3,800.00	
Running costs	16,482.00	27,445.30	16,482.00	10,963.30	27,445.30	21,287.30	
Office Equipment	0.00	1,200.00	3,767.18	-2,567.18	1,200.00	1,200.00	
Subscriptions	3,075.91	3,500.00	3,075.91	424.09	3,500.00	3,300.00	
Staff	113,988.44	130,000.00	126,144.80	3,855.20	130,000.00	125,000.00	125,000.00
Other Expenses	10,388.07	31,200.00	24,188.69	7,011.31	24,100.00		21,940.00
Audit	1,240.00	1,350.00	1,640.00	-290.00	1,350.00	1,240.00	
Basic Councillor Allowance	2,303.68	7,150.00	5,954.51	1,195.49	7,150.00	5,000.00	
Chairman's discretionary budget	391.89	1,000.00	329.18	670.82	1,000.00	1,000.00	
Donations & Grants	2,940.00	4,600.00	2,890.00	1,710.00	4,600.00	4,700.00	
Professional Fees	3,512.50	17,100.00	13,375.00	3,725.00	10,000.00	10,000.00	
Election Costs	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL EXPENDITURE	278,258.72	359,634.99	327,614.11	32,020.88	351,834.99	21,940.00	352,451.00

STAPLEHURST PARISH COUNCIL - BUDGET 2026-2027

Total proposed Expenditure b/fwd		352,451.00
LESS		41,850.80
Income estimate for 2026/27	29,471.80	
MBC Parish Services Payment for 2025/26	12,379.00	
MBC Public Toilet Maintenance Grant	0.00	
Other Grants approved to date	0.00	
GENERAL FUND INCREASE		
NET DRAFT PRECEPT 2026-2027		310,600.20
Previous year	2025/2026	2026/2027
NET PRECEPT	300,000	

ROUNDED UP NET PRECEPT REQUIREMENT 2026-2027	311,000.00
Precept calculation figure (2026/2027)	3,090.10
Estimated Parish Precept 2026/2027 per Band D	£97.08
Cost per week per Band D would be	£1.87
Current year's Precept was £300,000 and Band D's paid	99.72
Current year's cost per week per Band D was	1.92

	Proposed change in current year per Band D in £ and p			-£2.64
	Percentage change from current year's Band D			-2.64%
	2024/25			
	01.04.24	Change	31.03.25	
Reserves of Staplehurst Parish Council	236,967.63	31,343.53	268,311.16	268,311.16
* General Fund	92,349.44	49,251.71	141,601.15	141,601.15
CIL Funds	53,542.23	2,009.56	55,551.79	55,551.79
Allotment Fund	4,000.00	-4,000.00	0.00	0.00
Surrenden Playing Field Project	26,500.00	1,000.00	27,500.00	27,500.00
Wimpey Field	1,000.00	1,000.00	2,000.00	2,000.00
Jubilee Field	15,000.00	0.00	15,000.00	15,000.00
Greener Staplehurst Project	200.00	0.00	200.00	200.00
Neighbourhood Development Plan	1,000.00	1,000.00	2,000.00	2,000.00
Youth Club Activities & Equipment	1,399.26	-60.74	1,338.52	1,338.52
Youth Club Building	12,485.10	1,000.00	13,485.10	13,485.10
Balance b/fwd for future budget	29,491.60	-19,857.00	9,634.60 #	9,634.60

Reserves held for sole use by the following:-

0.00
0.00
<u>268,311.16</u>

2

Draft Fees and Charges for 2026/27 - VAT does not apply

Youth Club - 1st April 2026 - 30th March 2027

	Morning	Afternoon	Evening	Comment
Community Group, Without membership fees such as NDPR Group, SCEG, Council working groups	£0	£0	£0	Same as 2025/26
Community organisation / society with membership fees	£12.50	£12.50	£12.50	Increase from £10 in 2024/25, £12.50 in 2025/26.
Commercial / private hire	£40	£40	£80	Same as 2025/26

Adjustments from 1st September 2026 until 31st August 2027

Per plot for year 1 st September 2025 - 31 st August 2026			£120	Same as 2025/26
---	--	--	------	-----------------

Surrenden Field - 1st April 2026 - 31st March 2027

Community Event	£10	£10	£10	Potential new fee
Commercial / private Event	£20	£20	£20	Potential new fee

Jubilee Field from 1st August 2026 – 31st July 2027

SMFC CIC senior section - ground hire per year includes extra refreshments				£9,132.75 or £761.06 per month	10% increase from 2025/26 £8,302.50 or £691.87 per month
The cost of floodlighting for matches and training will be charged monthly at 25.99p per kwh.				be charged monthly at 25.99p per kwh.	Electrical supply contract the same as 2025/26
SMFC CIC youth section pitch hire per year				£7,815.21 or £651.26	5% increase from 2025/26 £7,443.06 or £620.25 per month
One off grass pitch hire with changing rooms (put up /down own goals and nets)					
Standard / junior pitch hire				£60	Same as 2025/26
Main grass pitch hire				£100	Same as 2025/26
Main grass pitch hire, with lights				£150	Same as 2025/26
Ground hire – if charging entry				£250	Same as 2025/26
Holiday camp				£3.00 per attendee	Increase from £2.50 per attendee

STAPLEHURST PARISH COUNCIL

Item @ Title	4.4	Council contribution to Churchyard maintenance
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	8 th December 2025, South Hall	
Report Author	Cllr Perry	
Purpose	To consider the maintenance contribution to All Saints Churchyard	
Resolution	To consider: a) approval of an increase in the annual donation of 4.2% to £17,500 b) an additional increase of £1,767 to cover an extra grass cut towards the end of the season	
Link to Strategic Action Plan	Local Community Infrastructure – churchyard	
Background: The Annual Donation is based on a longstanding agreement between Staplehurst Parish Council (SPC) and the All Saint's (PCC.) attached in Appendix A . The Donation is agreed annually after discussion between representatives of SPC and PCC and finally approval by Council.		
Detail: As indicated above the Churchyard Liaison Group met with representatives from the PCC. Work had got off to a good start and with the team coming every four weeks the complaints had reduced considerably. The tree work was also managed within budget. It was observed that with the spring flowers are still in bloom Residents seemed content, unfortunately complaints do start to increase in July and with current hot summers there could be an enhanced fire risk. An option for consideration by the Council which is highlighted in the resolution above, is to undertake an extra cut in July and a further cut at the end of the season, possibly in November. Finally, it was noted that rubbish was still an issue. The PCC have asked if SPC could include an extra £120 in the donation to cover cost of taking the bins out. There is a concern that the donation has increased significantly since 2021/22 when it was £7,583.		
Financial implications: The decision today will impact on the budget setting process for 2026/27		
Budget Code: Churchyard		
Additional information:		

Churchyard Agreement concerning All Saints Church Open Churchyard

1. Date

- 1.1 This Agreement is made on 1 April 2014

2. Parties

- 2.1 Staplehurst Parish Council ("SPC")
2.2 [The] Parochial Church Council of the Ecclesiastical Parish of Staplehurst (the "PCC")
together 'the Parties'.

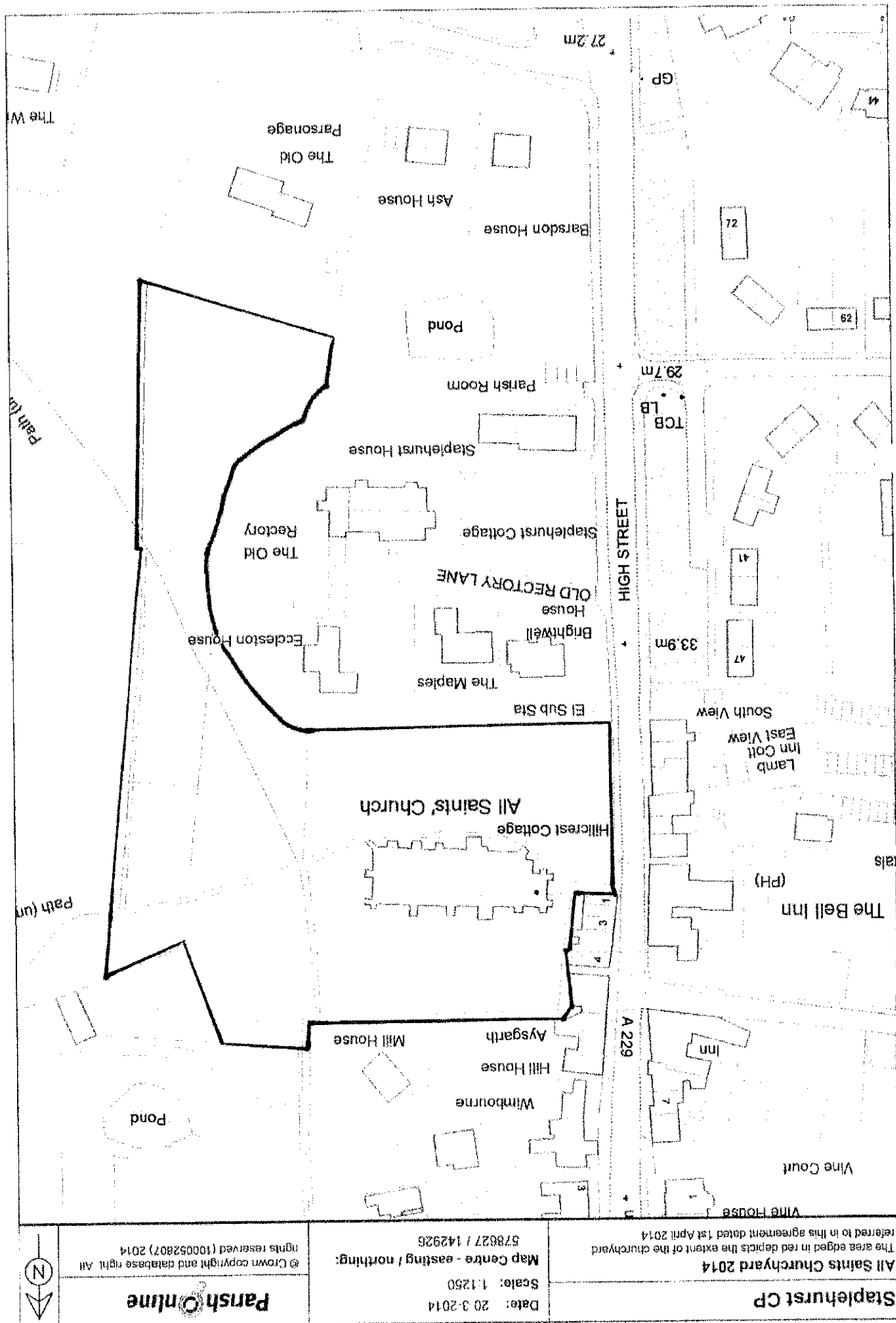
3. Recitals

- 3.1 The Rector, Churchwardens and members of the PCC made an agreement with the Chairman and members of the SPC on Thirty First day of March 1972 (The 1971 Agreement).
- 3.2 By the terms of The 1971 Agreement the Rector, Churchwardens and members of the PCC did not proceed with an application for the issue of an Order in Council to close The Churchyard of All Saints Church (the Churchyard) when it became full but instead opened an extension of the Churchyard after consecration of a piece of land owned by them.
- 3.3 By the terms of The 1971 Agreement the Chairman and members of the SPC agreed to hold themselves responsible for the costs of bringing the extension of the Churchyard into use and the costs of maintenance of the whole of the Churchyard as extended.
- 3.4 The 1971 Agreement was terminated on the First day of April 1995 and replaced by a new Agreement (The 1995 Agreement) between the SPC and the PCC made on the Thirty First day of March 1995. The 1995 Agreement will now be terminated on the Commencement Date for this Agreement and replaced with the terms and conditions set out below.
- 3.5 The PCC and the SPC wish to cause the Churchyard to be maintained in a way that best meets the interests and wishes of the users of the Churchyard and the residents of Staplehurst without prejudice to the rights and responsibilities of the PCC (in particular with respect to the fact that the Churchyard is an integral part of All Saints Church) and of the SPC and in doing so endeavour to obtain best value.

4. The Rector owns the Churchyard

- 4.1 SPC has no liability for the Churchyard other than under this Agreement
- 4.2 The Agreement is for maintenance only. It does not include the fabric of the Church building and Churchyard such as stone walls, paving stones, steps, gravestones or memorials.

- 4.3 The PCC and SPC acknowledge that the Churchyard is subject to the jurisdiction of the Commissary Court of the Diocese and that a faculty is required to authorise any material works to the Churchyard or to any items within it.
5. The PCC is responsible for New Works to the Churchyard which are not covered under clause 7 below.
 - 5.1 The PCC may invite the SPC to contribute to any New Works, but the SPC has no obligation to do so.
6. The PCC is responsible for the Churchyard
 - 6.1 It is the PCC's obligation to insure the fabric of All Saints Church including the Churchyard against all normal risks including public liability.
7. SPC will contribute such sums as it considers appropriate to the Churchyard Maintenance and may contribute to the cost of emergency unplanned work.
 - 7.1 Churchyard Maintenance works to which SPC will contribute are:-
 - 7.1.1 grass cutting to an agreed standard.
 - 7.1.2 hedge trimming.
 - 7.1.3 tree maintenance.
 - 7.1.4 maintaining fences and gates in a safe condition.
8. Maintenance works
 - 8.1 The PCC undertakes to use its reasonable endeavours to maintain the Churchyard taking into account recommendations from the Liaison Committee (LC). The PCC will be responsible for the management of the Churchyard.
 - 8.2 The PCC agrees to operate efficiently and to minimise costs taking into account best value.
 - 8.3 The PCC will appoint and manage a person or contractor (and may appoint more than one) to carry out maintenance or specific works to the Churchyard, after consultation with the LC.
9. Annual Expenditure Budget
 - 9.1 Date for Churchyard Year (CY) to be the 1st April to 31st March.
 - 9.2 PCC to submit budget to SPC and LC for next CY by the 1st October.
 - 9.3 The Parties will endeavour to agree the Budget by 30th November.
10. Mechanism for payment
 - 10.1 The PCC will pay Maintenance (i.e. Budget items) in line with the terms agreed with the contractor.
 - 10.2 SPC will pay PCC by 2 payments a year at dates to be agreed when the Budget is set.



11. Liaison Committee (LC)

- 11.1 A Liaison Committee (LC) comprising of four members, being two members appointed for the time being by each of the Parties, shall normally meet four times a year during January, April, July and October. The LC shall represent the Parties in operating this agreement and shall consider and agree: the standard of maintenance, works and estimates for each year; the actual standards achieved and costs incurred; arrangements for responding to comments or complaints about the Churchyard received from the public; any requirements for additional or unplanned maintenance or works or purchases or disposals of major equipment; any other matters relevant to the Churchyard as the LC considers appropriate.
- 11.2 The PCC will be responsible for arranging meetings of the LC.
- 11.3 If the LC is unable to reach agreement on any matter then it must refer the matter to the Rector and the Chairman of the SPC or in default of agreement between them, to the PCC and SPC.

12. Definitions

- 12.1 Maintenance – Maintenance agreed in Budget.
- 12.2 New Works – Works required by the PCC but outside Budget.
- 12.3 Churchyard Year (CY) - 1st April to 31st March.
- 12.4 Commencement Date for Agreement – The date of this Agreement.
- 12.5 Budget – Sums for items that Parties agree SPC should contribute.
- 12.6 Churchyard – as shown edged in red on the attached plan.

13. Termination Provisions

- 13.1 This Agreement will terminate automatically when the Churchyard (which includes all land consecrated as a Churchyard) is declared closed or is full (as determined by the PCC) whichever occurs first.
- 13.2 This Agreement may be terminated on six months written notice given by one party to the other or at any time by mutual agreement

SIGNED for and on behalf of

The PCC

SIGNED for and on behalf of

The SPC

CHAIRMAN

STAPLEHURST PARISH COUNCIL

Item @ Title	4.5	Appointment of Human Resources and Health & Safety Consultants
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	8 th December 2025, South Hall	
Report Author	Clerk	
Purpose	To approve HR and HS consultants	
Resolution	To approve the HR Group recommendation to appoint Peninsula as Human Resources and Health & Safety Consultant on a 5-year contract at £3,039.60 per year, at £253.30 per month.	
Link to Strategic Action Plan	Administration – sound policies, financial management and reporting.	
Background:		
The Council is seeking support for Human Resources and Health and Safety.		
Detail:		
The HR Group have considered the appointment of Human Resources and Healthy and Safety consultants, please see summary assessment sheet in Appendix A of this report.		
The HR Group are recommending to appoint Peninsula, option B in the summary assessment sheet, as Human Resources and Health & Safety Consultants on a 5-year contract at £3,039.60 per year, at £253.30 per month.		
The Council decision will feed into the Council budget setting process for 2026/27.		
Financial implications: Will need to be budgeted for moving forward		
Budget Code: Administration		
Additional information: Submissions available in the Parish Offices.		

STAPLEHURST PARISH COUNCIL

Item @ Title	4.6	Appoint a RFO Locum
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	8 th December 2025, South Hall	
Report Author	Clerk	
Purpose	To consider the appointment of a RFO Locum for January 2026	
Resolution	To consider the appointment of Local Council Consultancy for an RFO Locum for January 2026, for 12 weeks, 20 hrs per week up to £40ph	
Link to Strategic Action Plan	All Council services	
Background: As you are aware the RFO has decided to resign as of the end of December 2025. The Council is required to have an RFO and therefore the aim is to appoint Local Council Consultancy for an RFO Locum for January 2025 to give time for the Council to advertise and appoint an RFO.		
Detail: Following discussion with the Chairman it was felt that a RFO Locum was required, 20 hours per week at £35 – £40 per hour for 12 weeks is required, see appendix A . The fee is paid to the Local Council Consultancy, they cover salary, NI etc.		
Financial implications: A Council is required to have an RFO.		
Budget Code: Administration		
Additional information:		

A

Summary sent to Locum Consultancy

Council Name:	Staplehurst Parish Council
Address:	Staplehurst Parish Council, Village Centre, High Street, Staplehurst. Kent TN12 0BJ
Website:	www.staplehurst-pc.gov.uk
Name & Role of Primary Contact:	Richard Griffiths - Parish Clerk
Phone:	+441580891761
Email:	clerk@staplehurst-pc.gov.uk
Overview of Council (i.e. size of Council - population served, number of staff, number of Councillors, precept etc):	<p>Staplehurst has a population of @ 6,700, we have 15 Parish Councillors, Council meeting every three weeks and Planning Committee every three weeks plus a number of working groups focused on specific areas. These report to Council for decisions.</p> <p>We have 3.5 FTE staff. and a precept of £300,000 for 2025/26.</p> <p>We manage a range of facilities; Youth Club, Allotments, public toilets, open space and recreation ground as well general parish services.</p> <p>We have just finished a review of our Neighbourhood Plan and received planning permission for a 3G pitch</p>
Overview of Requirement/Background:	<p>The current RFO has resigned from the beginning of January 2026. Therefore we need RFO cover as we move towards the year end / audit.</p> <p>The Council is not registered for VAT.</p>
Main Responsibilities of Role:	<p>Main responsibilities are;</p> <p>Oversight of Council financial records - payment of invoices, placing orders, payment of invoices</p> <p>Financial Report to Council - payment list, specific contracts for approval etc</p>

	Reclaim VAT Payment of staff Online Banking - sign off by two Cllrs Attend monthly finance meeting
Finance Package Used:	Sage Finance
No. of Hours Per Week required (please note any specific days/times that apply):	20 hours per week
Duration of Contract (i.e 3 months plus desirable start date) Copy:	3 months - starting 5th January 2026
Location of work (please also advise if it is possible for the work to be undertaken on a remote or hybrid basis ie part office/part home working, as this will enable us to broaden the search):	Based at the Parish Office to ensure smooth working, but with opportunities for home working / hybrid working.
Essential skills/knowledge required:	Financial knowledge / understanding of Local Authority Finances FILCA qualified Experience in Sage Finance / payroll General IT literate
Any other relevant information:	Staplehurst is a vibrant welcoming village in the Weald of Kent. It is located on the main train line (London - Ashford) and the A229
I confirm the council's precept is::	Above £250K

Clerks Report December 2025				
Green on track	Amber needs chasing	Red urgent work required	Completed	
Page no	Action	Responsible	Update	Status
2081/7.1 2374/10.1 2382/10.1	S106 funding for station	Cllr Wakeford	Amendments from last meeting, feedback sent to NR / SER – developing scheme for 2026	On track
2108/6.3	Progress Cranbrook Road survey for pelican pedestrian crossing, footpath / bus stop improvements and 30mph signage / area	Cllr Sharp	Verbal update at next meeting	Needs chasing
2175/7	RSG consider crossing near Church	RSG	Verbal update at next meeting	Needs chasing
2199/5 2265/6.5 2330/6 2388/6.2	Need to clarify Girl Guides lease at Jubilee Field Working through with Cllr Hotson Agreed variations to lease and fees plus Annual Licence and fee	JFWG	Council agreed details and awaiting legal completion still chasing.	On track
2224/3.3 2319/6.3 2320/6.3 2379/4.9 2252/3.1 2296/6.1 2387/6.2a 2387/6.2b	Submission of planning application for 3G Multi-Sport pitch Car parking amendments and no bund agreed Submission to Football Foundation bid for the 3G multi-sport pitch at Jubilee Field Agreed legal check of terms and conditions Agreed s106 BNG form in principle Confirm no further design amendments	Cllr Arger	Planning permission granted 20 th October Finalising construction cost Management tenders due 5 th December 2025 Decision early 2026.	On track

2387/6.2c	Once planning permission approved liaise with design and build contractors			
2387/6.2d	Submit grant applications to KPFA, Active Sports and Kent FA			
2387/6.2e	Once planning permission approved liaise with shortlisted management contractors			
2283/10.1	Sport and Recreation Management contract for Jubilee Field, if 3G	Council	Site visits held, meetings with references and tender submissions due 5 th December 2025.	On track
2305/6.2	Multi-Sport pitch built			
2238/5	Chasing KCC regarding Youth Workers	Cllr Sharp	YMCA Started 27 th October 2025 3:30- 5pm and 5:00 – 6:30pm	Report to Council
2309/4.4				
2407/6.7	Parade Disabled Toilet	SEnic / Clerk	KCC own the building – contacted new legal contact – KCC now have code	Needs chasing
2279/4.6b				
2312/6.6	New Surrenden Field Pavilion project	RFO / Cllr Sharp	Positive pre-application meeting with MBC Public consultation underway results early 2026	On track
2314/PF 2383	Watching brief on Unitary Authority / Devolution / Reorganisation	All	Standing item on agenda – circulated recent presentation. MBC decision week of 17.11.25 Submission to Government by 28.11.25 Government – consultation early 2026 Government decision – summer 26 Elections 6 th May 2027 Transfer for a year then May 2028 formal Unitary Authorities	On track
2331/6.1	Chilmington Water Treatment plant – impact on River Beult	Clerk / Cllr Perry	Katie Lam had a meeting at Chilmington in the Summer where she met with Natural England and the Environment Agency at the site in question. There was no particular outcome achieved other than Katie being able to view the area in person but they agreed to stay in touch. I	
2386/5				

			will make contact with the EA this afternoon to see if there has been any progress since then and will update you. Public consultation underway		
2333/7.7 2359/PF 2421/6.6	Draft Staplehurst Neighbourhood Plan Review	All	Council approved "final version" to go to MBC for Regulation 16 consultation – expected early 2026 "Made" or adopted spring 2026	On track	
2343/6.8	School parking initiative	RSG	Deferred waiting to link in with MBC Cllr Riordan organising community meeting	Needs chasing	
2358/PF	Cllr Black agreed to Q and A	Cllr Martin	Cllr Black agreed to Q and A in December Village Update	On track	
2363/5.2	Skip and removal of shipping container	JFWG	Arranging skip, clean up and removed skip 20 th August 2025 – Removal of shipping container date to be confirmed due to wet weather	Needs chasing	
2369/4.1	Cllr Perry to arrange meeting with RFO	Cllr Perry	Ongoing three times per year	On track	
2385/4.2	Christmas Lights	Cllr Martin	Council approved budget – waiting final costs Streetlight motifs – 24 th November 2025 Christmas Tree – 29 th November 2025	Completed	
2392/4.3	i. Lease six laptops ii. Purchase two laptops	Clerk	Order placed due week of 17.11.25 Completed	Completed	
2396/3.1	Deep clean at JF pavilion	Clerk	Appointed West Kent Cleaning, 21 st and 22 nd of November 2025 One changing room not done due to full of equipment	Completed	
2397/3.2	Appoint contractor for Tree work identified in Tree survey	RFO	Appointed Forestry First, work in early December 2025	On track	
2400/4.1	SMFC CIC complaint regarding Cllr Riordan	Council	These are the personal views of Cllr Riordan and not the views of the Parish Council	See 2414/6.7	
		Council	That Cllr Riordan should, within 14 days, publicly apologise for his statements as they are damaging to Staplehurst Parish Council, as well as in writing to	See 2414/6.7	

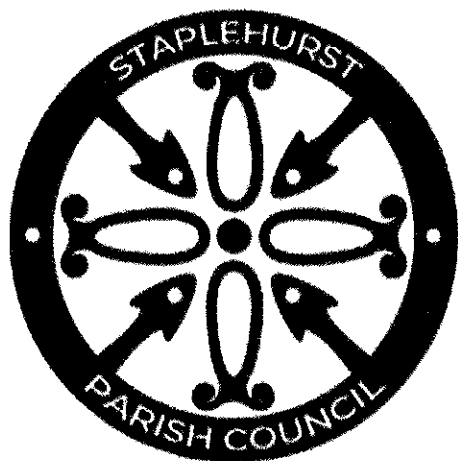
			the Chairman of SMFC CIC apologising for his unsupportive statement, to remove the comments, and cease and desist from making publicly any future untrue statements about SMFC CIC and the finances of Staplehurst Parish Council		
2414/6.7	Report breach of Code of Conduct	Council	Submitted to MBC 7 th November 2025	On track	
2401/4.3 24156.7	Surrey Hills solicitors letter to Cllr Riordan	Council	Cease and desist letter sent to Cllr Riordan	On track	
2406/4.2	Cut edge erosion at JF Pavilion	Cllr Sharp	Appointed Pride of Kent Roofing, expected on site December 2025.	On track	
2406/4.2	Ditch clearance at JF	Cllr Sharp	Appointed Upper Medway internal Drainage Board, waiting for support from neighbour, option to do just our boundary / ditch. Awaiting date for work	On track	
2407/6.6	Flooding letter – high street east	Cllr Wakeford	Letters sent to KCC Highways and Southern Water KCC investigated and arranging work KCC highways agreed to do work – awaiting date	On track	
2413/4.4	Purchase fire-proof filing cabinet	RFO	In process of ordering	On track	
2420/5	Jubilee Field DPS	Cllr Alesi	Changed to Cllr Alesi	Completed	
2420/6.3	Model Publication Scheme	Council	Approved, on website	Completed	
2421/6.4	Vexatious Complaints Policy	Council	Approved, on website	Completed	
2421/6.5	Sexual and General harassment Policy	Council	Approved, on website	Completed	
2421/6.7	Allotment enforcement letters	Council	Approved enforcement notices1 and 2 plus Council enforcement to issue notice	Completed	
2422/10.2	HR report on staff grades	Council	Report approved	Completed	

STAPLEHURST PARISH COUNCIL

Item / Title	6.3	Jubilee Field budget monitoring report – 1st April – 30th September 2025
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		8 th December 2025, South Hall
Report Author		Cllr Sharp
Purpose		To note the half year budget monitoring report
Resolution		To note the budget monitoring report for the Jubilee Field, 1 st April – 30 th September 2025, as per appendix A
Link to Strategic Action Plan		Jubilee Field.
Background <p>The Jubilee Field budget for 2025/26 is £38,639. The operating summary for 1st April – 30th September 2025 is shown in Appendix A. The Jubilee Field Working Group consider this report at their meeting on the 27th November 2025.</p>		
Detail Expenditure <p>There are several variations between Budgeted expenditure and actual spend. In this half of the year, it was projected to spend £21,164, the actual spend is £20,227, a reduction in actual expenditure against budgeted expenditure of £937.28.</p> Income <p>There are several variations on income. In this half of the year the projected income was £7,230.76. However, we are above target due to the success of the Holiday camps but the refund to SMFC CIC youth section for unplayed matches last financial year of £1,000 is reflected in this half year's figures.</p> <p>Therefore, an overall increase in income is £466.03 actual income against budgeted income.</p> Overall <p>Overall, a healthy operating budget for the half year, £1,403.31 surplus. However, there is still half a year to go, we have several legacy costs such as cut edge erosion / ditch clearance and it is important to stay on top of expenditure.</p> 3G Multi -Sport pitch project <p>No expenditure in this period.</p>		
Financial impact: On target		
Budget Code: Jubilee Field		

Jubilee Field Budget monitoring report 2025/2026

Sussex Field Budget Monitoring Report 2025/2026						
Expenditure	2025/26 budget	Half Year- 1st April - 30th September 2025				
		Budget to date	Actual to date	Variation	Comment	
General						
Mowing	£ 6,000	£ 3,000	£869.34	-£2,130.66		
Hedge Cutting	£ 1,250	£ -	£780.00	£780.00		
Mower Service	£ 750	£ -	£0.00	£0.00		
Tree Work	£ 1,500	£ -	£0.00			
Electricity	£ 3,500	£ 1,750	£1,573.44	-£176.56		
Water	£ 2,000	£ 1,000	£618.87	-£381.13		
Cleaning	£ 3,500	£ 1,750	£504.15	-£1,245.85		
Pump Service	£ 1,500	£ 750	£265.00	-£485.00		
Fire Service	£ 210	£ 210	£130.00	-£80.00		
Legionella Test	£ 275	£ 275	£225.00	-£50.00		
Pavilion Repairs	£ 2,250	£ 1,225	£730.00	-£495.00		
Line Marking	£ 2,250	£ 1,225	£480.41	-£744.59		
Pitch Maintenance	£ 1,500	£ 750	£5,090.80	£4,340.80	Includes pitch drainage works	
Car Park Maintenance	£ 400	£ -	£0.00	£0.00		
Sevenoaks DC Premises Licence	£ 180	£ 180	£180.00	£0.00		
Sinking Funds	£ 5,000	£ -	£0.00	£0.00		
Fence Repositioning / gate	?	£ -	£0.00	£0.00		
Misc	£ 2,500	£ 1,250	£980.71	-£269.29	skip hire, duplicate keys x 5,Drain Investigation, signage	
Sub total	£ 28,565	£ 13,365	£12,427.72	-£937.28		
	2025/26 budget	Quarter 1				
Expenditure		Budget	Act	Variation	Comment	
Staffing						
Administrator	£ -	£ -	£ -	£ -		
Caretaker	£ -	£ -	£ -	£ -		
Sub total	£ -	£ -	£ -	£ -		
Sub total	£ -	£ -	£ -	£ -		
Skatepark	£ 10,074	£ 7,799	£7,799.00	£0.00		
Total expenditure	£ 38,639	£ 21,164	£ 20,227	-£ 937.28		
Income						
SMYFC £603.95 pm	£ 2,415.80	2,415.80	£1,415.80	-£1,000.00	April - July, note 1K refund to SMFC CIC youth section	
SMYFC £620.26 pm	£ 4,962.08	1,240.52	£1,240.52	£0.00	From 1st August 2025	
SMFC £541.67 pm	£ 2,190.68	2,190.68	£2,485.87	£295.19	1st April - 31st July	
SMFC £ 691.88pm	£ 5,535.04	1,383.76	£ 1,431	£47.34	From 1st August 2025	
Other						
Holiday Football Camps	£ -	£0.00	£880.00	£880.00		
Grants	£ -	£0.00	0	£ -		
Misc	£ -	£0.00	£ 243.50	£ 243.50	Floodlights	
Total Income	£ 15,103.60	£7,230.76	£7,696.79	£466.03		
Surplus / Deficit	-£ 23,535	-£ 13,933.24	-£ 12,529.93	£ 1,403.31		



Staplehurst Parish Office

Planning Committee

Minutes

24th November 2025

PUBLIC FORUM –

A resident raised concerns regarding 25/504006 – the application is in the Staplehurst Conservation Area, the design is harmful to the setting of the Manor House, with no access and no drainage. The proposed 6 dwellings should be contained within the Manor House extension and it is 120 metres from the Manor House.

A resident raised concerns regarding 25/504006 – it mentions a dwelling near the application site – it has nothing to do with this application and MBC planning have confirmed no further action.

The Garden Shed is dilapidated 9 ½ ft by 6 ¾ ft. The proposed “replacement” is not consummate with the Garden Shed.

The area has a history of flooding, adding one dwelling providing accommodation for 6 without waste / foul drainage is not acceptable. Note a local pond is a catchment, has no exit and overflows after heavy rain. It is not suitable to be included in a drainage design.

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

APOLOGIES: Cllrs Wakeford and Farragher

APPROVAL OF PLANNING COMMITTEE MINUTES: Minute Pages 1827P-1829P of 3rd November 2025 available at: <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/planning-committee/>

Cllr Sharp proposed and Cllr Ash seconded the minutes of the 3rd November 2025 – agreed unanimously.

COUNCILLOR DECLARATIONS regarding items on the Agenda: -

1. Declarations of Lobbying – NA
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

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

CLERK'S PLANNING REPORT:

No further update on "earthworks" at Duckhurst Farm.
Circulated TWBC Local Plan consultation.

FULL PLANNING APPLICATIONS: (for comment/recommendation)

25/504006 **Iden Manor Nursing Home, Cranbrook Road TN12 0ER**- Demolition of existing shed and erection of single storey detached building, to provide temporary on-site staff living accommodation comprising 6no. bedrooms with communal facilities, for a period of 5 years.

Following a debate which included;

- The Garden Shed in planning terms is not relevant – this is a new development providing accommodation for 6 people in the Countryside in the Conservation Area.
- The area has a history of flooding, adding one dwelling providing accommodation for 6 without waste / foul drainage is not acceptable.
- A local pond already overflows during heavy rain and is not suitable to be included in a drainage design.
- South East Water were against the previous application (23/505361) to extend the Manor House as they had concerns on a number of surface water drainage issues.
- The permission application included two conditions 12 & 13, which have not been implemented.
- Access is also an issue in the area – there is no access in the design of this new development.
- The 5-year term is confusing.
- The application lacks detail and information.

Cllr Sharp proposed and Cllr McLaughlin seconded to recommend refusal the application and if the Planning Officer is minded approve, to call into Planning Committee, on the following grounds.

LPRHOU5 - At sites within or adjacent to the Rural Service Centres, Larger and Smaller Villages as defined under policies LPRSP1 to LPRSP8 new residential development will be expected to achieve a net density of 30 dwellings per hectare where that is compatible with the individual settings of those sites.

LPRCD3 - 2 Proposals for new agricultural buildings or structures on land in use for agricultural trade or business which meet the following criteria will be permitted – however this is NOT agricultural use and should not be permitted.

LPRS15 – Principles of good design, especially in a Conservation Area

LPRQD2 - external lighting

LPRQD4 – Design Principles in the Countryside

LPRQD7 – Private open space standards (120 metres from the main property)

AGRICULTURAL NOTIFICATION: (for noting)

25/504626 **Maplehurst Farm, Frittenden Road TN12 0DL** - Prior notification for a free draining farm road/track. For its prior approval to: - Siting, design and external appearance.

Note that track is already in place and this appears to be retrospective.

TREE PRESERVATION ORDER: (for comment/recommendation)

25/504457 **The Maples, Old Rectory Lane TN12 0AF** - (TPO 26 of 1988) T1 - Sycamore - Reduction of the top growth by approximately 4 meters and reduction of the photo tropic growth on one side by approximately 2 to 4 meters, bringing the Sycamore back into proportion. T2 - Yew - Reduce property side by approximately 1 to 2 meters, reduce the

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

height by 1 meter, reduce the photo tropic growth by 2 meters, bringing the Yew back into proportion, and 15% crown thin.

Defer to the Conservation and Tree Officers expertise.

DECISIONS: (for noting)

- 24/502574 **Holman House, Station Road TN12 0QQ** - Application for Minor Material Amendment for variations to approved plans condition 2 (to allow changes to the rear inset dormer (north elevation); changes to first and second floor windows (east elevation); and an additional rooflight (north elevation)); and to condition 3 (to reflect these proposed changes to the plans) pursuant to 20/502770/FULL - (Erection of single storey side extension, part single storey part two storey rear extension, new upper floor, together with external alterations and change of use of commercial to residential to form 10 No. residential units) MBC GRANTED with 14 conditions.. SPC had recommended Refusal (Min 1763P).
- 25/503294 **Fuller Cottage, Cranbrook Road TN12 0EP** – Installation of 8no. solar panels on the south facing roof of an outbuilding. MBC GRANTED with 4 conditions. SPC had recommended Approval (Min 1826P).
- 25/503690 **1 Fishers Close TN12 0RT** - Demolition of existing garage, removal of existing shed and erection of single storey side and rear wraparound extension including 1no. front dormer extension and 1no. rear dormer extension. MBC GRANTED with 4 conditions. SPC had recommended Approval (Min 1826P).

PUBLIC FOOTPATH DIVERSION: (for noting)

KENT COUNTY COUNCIL: (PUBLIC FOOTPATH KM311 (PART) STAPLEHURST)

Kent County Council has confirmed an order to divert part of Public Footpath KM311 at Staplehurst.

Closing ...8.15pm.....

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

Minutes of Jubilee Field Working Group
Held Thursday November 27, 2025, Community Centre office
At 7.30pm.

1. Present: Paul Bowden-Brown (P B-B), Cllr. Sharp (AS) Chairman, Cllr. Alesi (MA), Cllr. Rhodes (CR), Cllr. Hotson (EH), Cllr. Arger (MAA), Lee Seal (LS), J. Barker (JB) – GG.

2. Apologies:

3. Minutes of previous meeting: agreed

4. Matters Arising: AS raised the replacement of the extractor fan which goes to the outside of the building. Following discussion Dean Fuller £215 quote accepted - confirmed the fan handles room air only. It is classified as general/background ventilation and does not require a commercial kitchen-rated unit. A modern domestic/kitchen-grade 100 mm extractor fan is entirely suitable.

Like-for-like replacement with a higher-quality 100 mm bathroom/kitchen extractor fan:

- Preferred model: Vent-Axia ACM100 (90 m³/h, mixed-flow, grease-resistant).

Direct drop-in replacement using the existing wiring, duct, and wall hole. Same manufacturer as existing fan (model is no longer in use). Product has good reviews in terms of noise, effectiveness & longevity. Supply & Labour (remove existing / provide & fit).

Issue of removing the old container on hold until better weather.

Lights - getting quote for the outside lights - maybe just the sensors. In addition, the timers in the changing room / corridor. Cartel have been asked to assess the problem.

5. Budget: Figures available. LS raised lean-to building ownership. SPC had given permission originally via the JFMG. P B-B has accepted the clubs' responsibility for the lean-to and has had DF carry out some general maintenance. P B-B sort clarification as to why Pitch Maintenance was so high when SMFC are paying the bill. AS to seek clarification. JB raised GG pay less for their Legionella Test. Will pass details to RG.

6. 3G: – planning permission granted. Due to process being followed by SPC.

7. Maintenance: Erosion – aiming for next week. Deep Clean done. However, due to areas not being cleared P B-B unhappy room 1 not done. Discussion followed about which areas were cleared for the Deep Clean following and the reasons why. Alternative storage offered in lean-to, cupboards and loft area. EH raised budget for cleaning being high but JB felt cleaning was justified and even more so in the future when other users would be making use of the facilities under the 3G. EH acknowledged lack of companies prepared to tender. LS advised lean-to reorganised and changing room cleared.

Ditches and Maintenance - Upper Medway Drainage Board have quoted for Headcorn Road/Sweetlands Lane ditch and a letter to go to landowner for their contribution towards £1,189.20. Letter forwarded to Cllrs.

8. Groundsman Report: – Main pitch being managed SMFC CIC and looking good. Mower service booked for December. Pin needed temporary repair so service may throw up a cost. Site meeting carried out to check water drainage but appears likely work previously carried out has worked. AS requested, P B-B to provide specification on what work he thinks would be required plus quote on centre area of the main pitch. Overflow car park gate was backed into a couple of weeks ago. Caretaker to check out and if new gate required P B-B said would cover insurance replacement. Parking issue raised over parking blocking emergency access area and poor parking and agreed to put bollards out to protect disabled access. Tannoy system needs repair so public notices could be given out. P B-B to liaise with JM.

9. Bookings: – none.

9. Girl Guides: JB advised their solicitor has not heard from SPC solicitor. EH requested urgent action. SPC have been advised papers had been sent. AS will pursue. Even when received there is a whole other process to be followed. Defib on KLC the responsibility of SMFC CIC which will be checked as a service and copy check document to SPC asap. MA does a regular check.

10. SMYFC CIC – LS reported going well. 22 teams and new under 8s girls' team.

11. SMFC CIC - P B-B reports loss of players due to gap in under 18s and need to build under 18s for next year. Thanked for Remembrance Day participation. Catering appreciated.

12. Pavilion Risk Weekly Assessment – on going.

13. Action Plan – AS to update.

14. AOB – AS - fridge discussed but SPC minutes to clarify if agreed or not. P B-B asked regarding Heads of Terms. Not wanting land agent involved because of high cost as not required by Football Foundation. AS will check with RG. Raised meter issue regarding lights for new club house electrics would or would not provide necessary power under 3G plans.

Date of next Meeting: January 8, 2026, 7.30pm. Village Community Centre.

Notes on SCENIC meeting – 13th November 2025

1. **Present:** Cllrs Sharp (AHS), Castro (JC), Alesi (MA), Melville (JM) and Martin (AM)
2. **Apologies:** None received
3. **Last notes:** Agreed as a true reflection of the meeting, with one amendment date change (next meeting 13th November not October.)
4. **Display Boards:** This is an ongoing project, with nothing more to report currently.
5. **Youth Club:**
 - Replacement heater to be fitted shortly
 - Re new YMCA sessions – attendance is being monitored. A 2nd session has been added. So now offering 3.30pm – 5pm for Y6 children and 5pm – 6.30pm for Y7 +
 - Need to ensure more advertising is in place. (ACTION)
6. **Surrenden Field:**
 - Playground metal bench is now stored inside the pavilion for safe-keeping. Caretaker will attempt to re-fix.
 - Resident consultation underway re playground equipment. Discussed responses to date (34).
 - Noted that further to RoSPA report, replacement matting is required. Previous notes from this group asked for extra quotes be researched, as cost of matting will determine how much money is left for replacement play equipment. (ACTION)
 - Resident consultation underway re uses/development for new pavilion. Discussed responses to date (35).
 - Planning permission submitted for a slightly larger building than originally considered: 10.3m x 5m, 2.1m to eaves. Preferred building contractor (Hanson) has provided an updated quotation of £20,960 + VAT. Concrete base will be extra, with other costs dependant on selections trims and finishes.
 - Noted that one tree close to the site will need to be reduced.
 - The group's recommended intention is to have planning permission in place and be ready to go ahead with the project once the 3G build is underway, subject to affordability.
 - JM to prepare a report to go to council on 8th December if possible.
 - Discussion in consideration of potential hire fees and costs. Noted similar fees charged by Hawkhurst PC. Further research required.
7. **Parade Toilets:**
 - The Clerk has received the radar key code (1881)
 - However, a survey by KCC is still required before we can move forward. Consider seeking help from KCC Councillor. (ACTION)
8. **Christmas Lights:**
 - School children to make 'wish motifs' to be added to the tree.

- JM has ordered the tree stand and will install prior to delivery of tree from Kingswood on 29th Nov. JM to organise a working party to add tree lights. Everything has been ordered, including rechargeable batteries and charger for battery operated lights. Streetlights booked to install lamp-post motifs. All well within budget.
- 9. Bus shelters:** Noted that inspection of bus shelters has been added to the Strategic Plan as the responsibility of SCENIC. AHS stated that this should be the responsibility of RSG.
- 10. Churchyard Budget:**
- Liaison Group deals with this. However, new budget request has significant uplift, due to price increase from Living Forest. This group has discussed costs, which have risen from £7,583 in 2021/22 to £16,757 in 2025/6. Historically, the grounds were tended by a gentleman who worked more as a hobby and didn't charge the market rate. Hence the huge increase once he retired.
 - New budget request for 2026/7 has risen to £17,465.22, with a request for an extra mow costing £1767.
 - Question asked: does the PCC pay anything towards the cost of maintaining the churchyard? Noted that the agreement (last updated in 2014) states that SPC will make 'an appropriate donation.'
 - **It was also noted that the agreement states that the PCC works on the financial year April to March. Currently, the PCC works on Jan to December for finances and this causes our RFO a lot of extra work. Check with RFO.**
 - This group feels that more volunteers should be recruited to tend the churchyard. This has been discussed at Liaison meetings. The current PCC Chair is averse to volunteers carrying out work unless she manages the work. Insurance has also been a concern. **However, it has also been noted that the agreement stipulates that the PCC must include Public Liability in their overall insurance.**
 - Concern is that budget continues to rise exponentially and is becoming unaffordable.
 - Cllr Perry has written a report to go to council in December.

11. AOB: None

12. Next meeting: 18th December if required.

ACTIONS:

1. **Need to advertise the new Youth Club sessions more, including bring to attention of schools. Ask PSO to action.**
2. **Get extra quotes for playground matting Ask RFO to action**
3. **Chase KCC survey re Parade Toilets. Contact Cllr Black. Ask Clerk to chase.**