



Parish Office,
Staplehurst Community Centre,
High Street,
Staplehurst,
TN12 0BJ
Parish Clerk Richard Griffiths
01580 891761
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 24th August 2026, 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.gov.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)

- Hawkenbury Bridge
- Cranbrook Rd crossing
- Cameras on Crossroads
- Replacement of Village Entrance Sign

Maidstone Borough Councillor's Report (Standing Item):

- EV charging in village
- School drop off / pick up parking

Cllr Surgery Saturday 10am– 12noon at Staplehurst Library

Next Cllr Surgery 29th August 2026, Councillor required.

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 2499 – 2507 3th August 2026 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.gov.uk\)](http://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 for – note payment list from 28th July – 31st August 2026 will be presented at the next Council meeting.**

4.2 **Jubilee Field Ditch works (5 minutes)**

Resolution: To consider the Employment, Finance and Strategy group recommendation to appoint UMIDB on a 3 year contract at £550.00 plus VAT per annum.

4.3 **Football Foundation legal fees update (5 minutes)**

Resolution: To consider the Employment, Finance and Strategy Group recommendation to approve option A in the report.

4.4 **Tree Survey Works (1 minute)**

Resolution: To consider the quote obtained for the annual tree survey. Quote for £540 net found in report 4.4.

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

6 **PROPOSALS FOR DISCUSSION and DECISION**

6.1 **Local Government Review – Staplehurst Parish Council Principles. (5 minutes)**

Resolution: To approve the recommendation of the Employment, Finance and Strategy Group to approve the LGR principles outlined in the report.

6.2 **3G pitch report (5 minutes)**

Resolution To approve the Employment, Finance and Strategy Group recommendation to adopt the Memorandum of Agreement attached in Appendix A of this report.

6.3 **Surrenden Field (5 minutes)**

Resolution: To approve the Employment, Finance and Strategy Group recommendation to accept Maidstone Borough Council surrender offer to purchase Surrenden Field for £1, plus cover MBC legal fees up to £3,500 and Professional

Fees up to £700 subject to clarification of Wayleaves rights granted, Conveyance restrictive covenant 20.6.1934 and Parochial Church Councils Chancel Tax - Liabilities and report back on a Parish Council Legal representative

6.4 Adoption of Wimpey Field as Local Nature Reserve (5 minutes)

Resolution: To approve Wimpey Field to be formally adopted and designated as Local Nature Reserve and report back with the final documentation.

6.5 Community Clean-up (5 minutes)

Resolution: To approve the Community Clean Up date as Saturday 19th September 2026, 10am at Youth Club.

6.6 Jubilee Field Management Group Report

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

- i. adopt the Jubilee Field Management Group Terms of Reference attached in **Appendix A**
- ii. that Councillors on the current JFWG transfer to the Jubilee Field Management Group: Cllr Sharp, Arger, Melville, Rhodes and Alesi

In addition, adopt the Project Liaison Group Terms of Reference attached in **Appendix B**

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 10th August 2026
- 8.1.2 Road Safety Group, meetings July 2026 minutes to follow
- 8.1.3 Jubilee Field Working Group 12 August 2026 minutes to follow
- 8.1.4 Employment, Finance and Strategy group meeting 13th August 2026 minutes to follow
- 8.1.5 SCEnic minutes 29th July 2026
- 8.1.6 NDP Review Group next meeting to be arranged.
- 8.1.7 Communications Group meeting to be arranged
- 8.1.8 Greener Staplehurst Group meeting to be arranged

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

10 Confidential

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

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

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

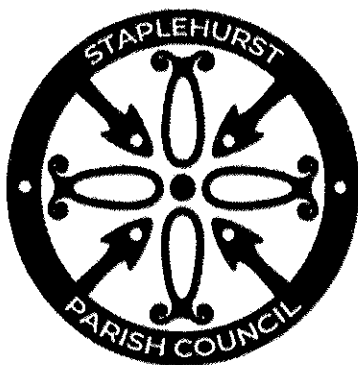
RJ Griffiths

Richard Griffiths Parish Clerk, 29/07/2026

Parish Council Saturday Surgeries with Borough Councillor Perry	
(Staplehurst Library 10.00am – 12.00pm)	
<u>Date</u>	<u>Councillor</u>
29 th August 2026	Borough Councillor John Perry / TBC
26 th September 2026	Borough Councillor John Perry / TBC
31 st October 2026	Borough Councillor John Perry / TBC
Future Parish Council meeting dates	
24 th August 2026	7:30pm South Hall Staplehurst Community Centre
14 th September 2026	7:30pm South Hall Staplehurst Community Centre
5 th October 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 PARISH COUNCIL

COUNCIL MEETING

3RD AUGUST 2026

MINUTES

Public Forum

A resident asked several points

- i. Fly tipping on the rural roads surrounding Staplehurst is a blight – MBC usually very good – but fly tipping at Crittenden Road now over 10 days – Can Parish Council lobby MBC? Agreed and Cllr Perry will follow up.
- ii. Are Magnetic Shields being allowed free use of the Jubilee Field car park? They made a request for a specific issue but due to 3G pitch works no
- iii. Footpath around inside edge of Jubilee Field – Not required as open space
- iv. Can the constitution of the Jubilee Field be on the Parish Website. Will clarify

Kent County Councillor report – (Standing item)

- Hawkenbury Bridge

Cllr Black confirmed still chasing data from KCC and arranging a meeting with Headcorn and Staplehurst Parish Council next week to clarify joint position.

Clerk informed Council that Headcorn Parish Council will pay for an extra Traffic Survey Site on the Headcorn side of Hawkenbury Bridge so we can get up to date, accurate traffic data across Hawkenbury Bridge – September 2026.

Cllr Alesi proposed, and Cllr Melville seconded to approve an additional Traffic Survey site on the Headcorn side of Hawkenbury Bridge – additional £250 +VAT – but recharged to Headcorn Parish Council. Agreed unanimously.

- Cranbrook Rd crossing – Cllr Black still chasing arranged a meeting 25.8.26.
- Cameras on Crossroads – Cllr Black chasing up – request for Parish Council to fund survey, suggested KCC use s106 funding available.
- Replacement of Village Entrance Sign – Cllr Black still chasing
- Reduction in Bus Service – Cllr Black there is a general concern about the reduced service / consultation? In September there will be an influx of secondary school children so surely best to wait and see if any reductions implemented at all. Cllr Black has arranged a meeting with KCC Cabinet member and will report back.
- Cllr Hotson asked for update on A229. Cllr Black stated he has already chased up as “weekly extension is not acceptable” These are major works and should have a realistic timescale.

Signed by Chairman.....Dated.....

Cllr Perry, thanked Cllr Black for his work on reopening Green Lane so far, but Green Lane needs reopening.
Cllr Black continue to chase up.

Maidstone Borough Councillor's Report (Standing Item):

- EV charging in village
- School drop off / pick up parking

Cllr Perry raised concerns regarding changes to MBC Planning Committee. This is a national Government initiative to push through housing numbers which means more delegated authority to Planning Officers and reduced options to call in applications.

This will limit applications to MBC Planning Committee for a democratic decision. MBC Cllrs are still awaiting the final details but this will be implemented in autumn 2026.

Following a debate, major concerns were raised that housing would be "dumped on us without any say" awaiting updates but Clerk asked to clarify.
Important that SPC Planning Committee members attend Planning Training – Clerk to circulate.

Cllr Perry noted Parish Council could have an early election – May 2027 in line with Unitary Authority elections or would have to pay cost of "four year elections in 2028"
Clerk to clarify.

Cllr Riordan noted limited number of sites in call for sites so far.

Cllr Surgery Saturday 10am– 12noon at Staplehurst Library

Limited Feedback from Cllr Surgery 25th July 2026

Present: Cllrs Sharp, Ash, Hotson, Farragher, Perry, Riordan, Alesi, Melville Pett, McLaughlin, Rhodes martin and Arger plus Clerk

1. **APOLOGIES:** Cllrs Castro and Wakeford
2. **COUNCILLOR DECLARATIONS regarding items on the Agenda:**
 - 2.1. Declarations of Lobbying - NA
 - 2.2. Changes to the Register of Interests - NA
 - 2.3. Interests in Items on the Agenda - NA
 - 2.4. Requests for Dispensation - NA

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

Pages 2491 – 2498 13th July 2026 available at [Full Council - Staplehurst Parish Council - Staplehurst Parish Council, Staplehurst, Tonbridge \(staplehurst-pc.gov.uk\)](https://staplehurst-pc.gov.uk)

Cllr Pett proposed, and Cllr Ash seconded to approve the minutes of the 13th July 2026 agreed by majority: 10 for, 0 against, 3 abstained. Duly signed by the Chairman.

Signed by Chairman.....Dated.....

4. FINANCE REPORTS & PROPOSALS

4.1 Payment list, previously authorised by Council or under delegated authority and paid for – for noting

Staplehurst Parish Council Payment list 1st July - 27th July 2026		
Date	Details	Amount
01/07/2026	Maidstone Borough Council Tax	£61.00
01/07/2026	Maidstone Borough Council Tax	£71.00
01/07/2026	Maidstone Borough Council Tax	£105.00
01/07/2026	CF Corporate Finance	£113.44
01/07/2026	Maidstone Borough Council Tax	£120.00
01/07/2026	Nest Pensions	£811.48
03/07/2026	Land Registry	£11.00
03/07/2026	Land Registry	£11.00
03/07/2026	County Fire Protection	£156.60
03/07/2026	Simply Print Partners	£60.00
03/07/2026	Starboard Systems	£100.80
03/07/2026	Cllr Travel Expenses	£14.50
03/07/2026	Cllr Travel Expenses	£12.60
03/07/2026	PPL PRS Ltd	£810.83
06/07/2026	Harper James Ltd	£9,540.00
09/07/2026	Peninsula Business	£302.94
10/07/2026	Mr BJ Hawkins - Wimpey	£225.00
10/07/2026	Countrystyle Recycling	£84.29
10/07/2026	Forestry First Ltd	£336.00
10/07/2026	Jubilee Field Groundsman	£810.00
10/07/2026	Heliocentrix Ltd	£351.43
10/07/2026	All Saints Staplehurst (Donation)	£250.00
10/07/2026	Staplehurst Emergency Help Team (Donation)	£550.00
10/07/2026	Community Centre For Debt Advice (Donation)	£250.00
10/07/2026	Heart of Kent Hospice (Donation)	£250.00
10/07/2026	Cleaning (A Harvey)	£225.00
10/07/2026	Kenward Trust (Donation)	£150.00
10/07/2026	Kent Surrey Sussex Ambulance (Donation)	£250.00
13/07/2026	Positive Energy	£56.02
15/07/2026	Maidstone Borough CD (Road Closure)	£100.00
16/07/2026	Castle Water Ltd	£174.54
17/07/2026	Scottish Water Business	£72.38
20/07/2026	Castle Water Ltd	£8.47
20/07/2026	Lloyds Service Charges	£12.35
21/07/2026	Npower	£28.66
22/07/2026	British Gas	£16.25
22/07/2026	BT Group PLC	£118.25
23/07/2026	Telecoms World	£52.76
24/07/2026	Staff Salaries	£5,838.27
24/07/2026	Adobe Pro	£19.97
27/07/2026	Choice Support	£1,989.50
Total		£24,521.33

Council noted payments

4.2 Virements

Following a discussion, Cllr Perry noted the excellent work of the RFO to tidy up the budget to help with better budget monitoring moving forward.

Cllr Hotson proposed, and Cllr Perry seconded to approve the resolution below – agreed unanimously.

Signed by Chairman.....Dated.....

Resolution: To approve the recommendation of the Employment, Finance and Strategy Group to agree the virements as set out below

Budget Line Item	Original Budget	Q1 Actual Spend	Proposed Revised Budget	Net Change (+ / -)	Explanation / Reason
Sundry Items	£3,292.00	—	£1,000.00	-£2,292.00	Funds reallocated to cover Software Licences and HR/Payroll administration costs.
Waste Collection	£0.00	£225.92	£1,000.00	+£1,000.00	Creation of dedicated budget line for waste management services.
Colour & Mono Printing	£0.00	£80.85	£330.00	+£330.00	Creation of specific line item for ongoing office printing costs.
Computer Support - Hosted Exchange	£5,000.00	£462.00	£1,848.00	-£3,152.00	Adjusted to match actual contract cost structure.
Professional Subscriptions	£3,300.00	£200.00	£1,000.00	-£2,300.00	Reduced in line with projected subscription requirements.
Software Licences & Cloud Subscriptions	£0.00	£3,053.41	£1,816.36	+£1,816.36	Formal budget line created for cloud systems (e.g., Microsoft 365, accounting software).
Office Phone & Broadband	£0.00	£285.18	£1,150.00	+£1,150.00	Re-classified into a distinct budget line to improve tracking.

Signed by Chairman.....Dated.....

Staff Travel, Mileage & Subsistence	£0.00	—	£100.00	+£100.00	Nominal allocation created for staff expenses.
Outsourced Administration (Payroll, HR, H&S)	£0.00	£721.91	£3,247.64	+£3,247.64	Dedicated line established for specialist payroll, HR, and Health & Safety compliance support.
Cllr Travel, Mileage & Subsistence	£0.00	—	£100.00	+£100	Nominal allocation created for Cllr expenses.
Village magazine website	£2,000	£0	£0	-£2000	Suggest deferred and move to website
Website	£0	£0	£2,000	+£2,000	New line
Budget code various					

4.3 **Parish Basic Allowance**

Following a discussion the resolution below was noted, and the report will be put on the Council website.

Resolution: To

- Note the Basic Parish Allowance 2026/27 Report
 - approve adding four additional persons to the Council Payroll
 - Basic Parish Allowance to Councillors Alesi, Castro and Riordan at £663.00 per annum 2026/27 – National Insurance and Tax apply
- Basic Parish Allowance Chairman, Cllr Sharp at £994.50 per annum 2026/27 National Insurance and Tax apply

Total cost £2,983.50 in 2026/27

Budget code – Administration / Basic Parish Allowance

4.4 **Direct Debit HMRC**

Following a discussion Cllr Pett proposed and Cllr Arger seconded to approve the resolution below – agreed unanimously.

Resolution: To approve setting up a Direct Debit for HMRC payments

(signed by Cllrs Ash and Hotson)

Signed by Chairman.....Dated.....

4.5 Jubilee Field Pavilion

Following a discussion which emphasised the importance of maintaining an up to date register of key holders, Cllr Pett proposed, and Cllr Rhodes seconded to approve the resolution below – 12 for, 1 against and 0 abstained.

Resolution: To approve the appointment of Locum Locks for £783.06 plus VAT for the lock quote at Jubilee Field pavilion.

Budget Code – Jubilee Field

Following a discussion Cllr Arger proposed and Cllr Martin seconded to approve the resolution below – 12 for, 1 against and 0 abstained.

Resolution: to approve the Watts Electrical for £880.00 for electrical work at Jubilee Field pavilion

Budget Code – Jubilee Field

4.6 Skatepark report

Following a discussion Cllr Arger proposed and Cllr Melville seconded to approve the resolution below – 12 for, 1 against and 0 abstained.

Resolution: To approve appointment of Evolution Skateparks for

- i. General painting £8,995.00 plus VAT
- ii. Repairs of skatepark £1,785.00 plus VAT

Budget Code – Jubilee Field

5 CLERKS REPORT ON OUTSTANDING MATTERS

Clerk noted the difficulty in generally getting quotes – Cllr Sharp suggest we investigate consider using Linked In as a method of procurement

Bell Lane Public Toilets sort quotes but only one response therefore Under Delegated Powers, consulted with Chairman and agree £175 to repair damage to doors and disability grab rails - J&M Garden and Homes.

Fly tipping – agreed this is a problem but not a Parish Council function. Important that residents report directly to MBC. Will lobby MBC via Cllr Perry on specific Craddock Rd item.

The community requested a Staplehurst Community Planning Group – but as the Chairman of that group stood down after being elected, need to consider options.

Following a debate felt the best option was for the NRPR Group to take on the issues of Call for sites and researching large applications and invite residents to join, as a way of engaging residents. The NDPR Group does not lobby. If residents want to lobby best to go directly to the local MP and Chairman of MBC Planning Committee.

Cllr Sharp proposed and Cllr McLaughlin seconded to invite residents to join the NDPR group to assist with review of Call for Sites and research large planning applications in Staplehurst – agreed majority 11 For, 2 against and 0 abstained.

Cllr Riordan and Perry left the meeting

Signed by Chairman.....Dated.....

Planning Complaint – response from MBC – following a heated debate which illustrated the frustration of Staplehurst Parish Councillors with MBC Planning Department the following key points were made;

The response accepts the delays and their lack of resources

Does not address the key point that the MBC delay in approving pre planning consents

DIRECTLY caused an increase in cost to the Parish Council of £19,267.13

The Clerk explained the Parish Council has the right to take the complaint to stage two for an independent investigation by the Information Governance team, on behalf of the Director of Strategy, Insight and Governance.

Cllr Pett proposed, and Cllr Melville seconded to escalate the complaint to stage two of the MBC complaints process – agreed unanimously

Cllr Riordan and Perry returned to the meeting

Bell Lane Hedge – initial inspection by MBC tree officer felt no TPO trees, but a pre application fee of £199 to ascertain if the hedge can be protected could be considered. Following a debate Cllr Melville proposed, and Cllr Riordan seconded to approve a pre-application fee of £199. Agreed unanimously.

Christmas Motifs have been agreed – but delays in company agreeing to put them up (their Risk Assessment requires traffic lights) and we are still awaiting fee. Council felt best to order Christmas Motifs and go ahead with load testing all streetlights.

NDP Regulation 16 consultation closed – comments circulated mostly about additional sites and we await inspectors queries (autumn 2026)

Cllr Hotson raised several points regarding the Sports and Recreational management Contract including

- Site Management – contractor will be on site when 3G pitch open but otherwise similar to now
- Are SPC staff involved – No
- Groundsman – Groundsman is self-employed, verbally understand will continue at the site.

6 PROPOSALS FOR DISCUSSION and DECISION

6.1 Local Government Review – update report.

Following a discussion Council note the report and that Employment, Finance and Strategy Group would consider Local Government Review and report back to Council.

6.2 3G Multi Sport pitch Report Verbal update

It was noted that the contract works are on plan and the issue of the variation in the contract relating to the path – circulated 29th July 2026 just after Council papers published. The proposed work is outside the contract so therefore it is a variation, and the Council would need to cover the cost.

Following a debate which focused on yet more additional costs against the need to complete the project and save money in the long run.

Cllr Arger proposed, and Cllr Melville seconded to instruct S&C Slatter to install the extra pathway as detailed below- Agreed majority 7 for, 2 against and 2 abstained.

Signed by Chairman.....Dated.....

	Macadam pathway improvement			Total
VO5	Upgrade existing path to 3m wide x 15m (45m ²). Removal of existing macadam. New path edgings and sub-base prepared ready to receive twin layer of macadam 65mm (40mm of 20mm open and 25mm of 6mm)	1	Item	£4,851.90

Central Office	7.5%	£363.89
Overheads	5.0%	£260.79
Profit		

Total	£5,476.58
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Clerk noted the concerns about the damage to the car park, caused by the heat and number /weight of lorries turning. Contractually agreed to repair make good.
Next formal contract meeting 4.8.2026.

6.3 Donations and Grants Policy

Following a discussion Cllr Faragher proposed and Cllr McLaughlin seconded to approve the resolution below – 12 for, 0 against and 1 abstained.

Resolution: To approve the recommendation of the Employment, Finance and Strategy Group to agree the update Donations and Grants Policy as set out in **Appendix A** of this report

6.4 Communications Group

Following a discussion Cllr Melville proposed and Cllr Sharp seconded to approve the resolution below – unanimously.

Resolution: To approve the Communications Group recommendation and agree to John Tarry joining the Communications Group

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

8 Chairman's Report

Noted the hard work and ASB at Meadows View – the management company have gone out for tenders.

That the Surrenden Field play area has a small gap in the hedge adjacent to the properties. Options were discussed and it was decided to monitor for the time being as no vandalism seemed to have occurred. This relates to a space between the hedge and residents fence panel, very small space and no nefarious items have been observed.

Signed by Chairman.....Dated.....

- 8.1 Committee and working group minutes for noting (5 minutes)
- 8.1.1 Planning Committee minutes 20th July 2026
- 8.1.2 Road Safety Group, meetings July 2026 minutes to follow
- 8.1.3 Jubilee Field Working Group meeting to be arranged
- 8.1.4 Employment, Finance and Strategy group meeting 16th July 2026
- 8.1.5 SCEnic 29th July 2026 minutes to follow
- 8.1.6 NDP Review Group next meeting to be arranged.
- 8.1.7 Communications Group meeting minutes 23rd July 2026
- 8.1.8 Greener Staplehurst Group meeting to be arranged

9 REPORTS FROM LOCAL COMMUNITY GROUPS - NA

10 Confidential

10.1 HR Report

HR Group recommended that the Clerk receive a one off payment of £1,000 in recognition of his work in the early 2026 when the Clerk was the only staff member present, proposed by Cllr Melville seconded Cllr Arger was agreed by majority 11 for, 1 against and 1 abstained

Meeting closed ...10.00.....

These minutes are not verbatim, but decisions accurate.

Signed by Chairman.....Dated.....

STAPLEHURST PARISH COUNCIL

Item / Title	4.2	Jubilee Field Ditch works
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	24th August 2026, South Hall	
Report Author	Clerk	
Purpose	To consider work to the outside ditch at Jubilee Field.	
Resolution	To consider the Employment, Finance and Strategy group recommendation to appoint UMIDB on a 3 year contract at £550.00 plus VAT per annum.	
Link to Strategic Action Plan	Community infrastructure.	
Background		
The ditch clearance and external hedge trimming at Jubilee Field will remain with the Council. Last year Upper Medway Internal Drainage Board (UMIDB) were appointed to clear the ditches.		
Detail		
UMIDB are specialists and they also have enforcement powers relating to the management of ditches in the area. You may recall they used their enforcement powers to get the ditch adjacent to the Jubilee Field cleared.		
The recently offered a one off fee of £815.00 plus VAT, appendix A , or a three year contract at £550.00 plus VAT, appendix B .		
We will be going out to obtain quotes for the hedge trimming.		
Financial impact: NA		
Budget Code: NA		
Additional information		

STAPLEHURST PARISH COUNCIL

Item / Title	4.3	Football Foundation legal fees update
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	24th August 2026, South Hall	
Report Author	Clerk	
Purpose	To consider the update report	
Resolution	To consider the Employment, Finance and Strategy Group recommendation to approve option A in the report.	
Link to Strategic Action Plan	Administration - Sound policies, financial management and reporting	
Background		
The Football Foundation have granted aided the 3G pitch to the tune of £741,979, around 74% of the total project cost. As part of the Football Foundation grant Terms and Conditions we are fully aware of the need to cover the cost of the Football Foundation legally registering their interest in the land- £2,000 plus VAT, this is the standard fee in a grant over £100,000.		
Detail		
However recently an additional fee to cover the Football Foundation legal fees for checking the management contract has come to light. This was not highlighted in the Football Foundation Terms and Conditions or cover letter. The proposed fees are £1,500 plus VAT.		
Following discussions on the 5 th August 2026 the Football Foundation acknowledged that this proposed fee is not in the Terms and Conditions or cover letter and that it was an oversight on their part. Further negotiations led to the Football Foundation agreeing that if we pay the additional fee up front we could recover 75% of the total Football Foundation legal fees.		
Therefore, the options are		
a) Pay the land registry fee £2,000		
Pay the management contract fee £1,500		
Total £3,500		
Recover 75% £2,625		
Net Parish Council fee £ 875		
b) Only pay the Land Registry fee £2,000		
Net Parish Council fee £2,000		
In addition, option b could end up in a legal battle with the Football Foundation and potentially not being able to open the 3G pitch.		
Financial impact: NA		
Budget Code: NA		

STAPLEHURST PARISH COUNCIL

Item / Title	4.4	Annual Tree Survey Quote
Council, Committee, Working Group		Full Council
Meeting Date, Time & Venue		24 th August 2026, South Hall
Report Author		RFO
Purpose		To consider the quote received
Resolution		To accept the quote received and instruct the company to complete the works as set out in the quote.
Link to Strategic Action Plan		Environment & Sustainability
Background Staff have attempted to obtain multiple quotes for this work with no response from other companies.		
Detail This company were approached as they completed the same tree survey work for the council in prior years. They responded late to our request for the quote however remain the only company who have responded to date.		
Financial impact: The budget for this expense was £400.00. Accepting this quote would mean an overspend of the budget by £140.00, a 35% increase on the budgeted amount.		
Budget Code: Cost centre – Greens, Trees & Tubs Code – 113 Annual Tree Survey		
Additional information The RFO recommends accepting the quote on the basis of it being a potentially serious health and safety matter if the works are delayed. Quote attached.		

Clerks Report August 2026				
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 Railway Station	Cllr Wakeford	Council amendments and feedback sent to NR / SER – developing scheme for 2026. Cllr Wakeford got update 4.2.26 NR / SER going out to tender Feb 2026 Procurement 4 months, appointment due summer 2026	Needs chasing
2108/6.3	Progress Cranbrook Road survey for pelican pedestrian crossing, footpath / bus stop improvements and 30mph signage / area	Cllr Sharp	Chased again 28.1.2026 and 27.2.26 New KCC officer appointed – Cllr Black chasing up. Awaiting follow up meeting. Chased up again on 2.07.26, further meeting being arranged	Needs chasing
2175/7	RSG consider crossing signage near Church	RSG	Chased children's crossing sign 28.01.2026. and 27.2.26 KCC, not enough evidence of older elderly people crossing sign. Cllr Black chasing up	Needs chasing
2199/5 2265/6.5 2330/6 2388/6.2	Need to clarify Girl Guides lease at Jubilee Field Working initially with Cllr Hotson Agreed variations to lease and fees plus Annual Licence and fee	JFWG	Council agreed lease details sent to Girl Guides awaiting legal completion. Annual licence agreed Awaiting sign off of Deed of Variation	Needs chasing
2283/10.1 2305/6.2	Sport and Recreation Management contract for Jubilee Field, if 3G Multi-Sport pitch built	Council	Site visits held, meetings with references and tender submissions received 5 th December 2025.	On track

2466/6.2			Council appointed Swale Community Leisure – meeting on lease and contract taken place Draft Licence sent to solicitors Working with solicitors to finalise Sport and Recreation Management Contract – see report	
2487/4.5				
2279/4.6b	Parade Disabled Toilet	SCEnic	KCC own the building – contacted new legal contact – now have code. Chasing survey again	Needs chasing
2312/6.6	New Surrenden Field Pavilion project	RFO / Cllr Sharp	Positive pre-application meeting with MBC Public consultation in early 2026 positive. Agree to appoint Hanson – finalising details and need to seek CCTV quotes	On track
2497/6.5				
2333/7.7 2359/PF 2421/6.6	Draft Staplehurst Neighbourhood Plan Review	All	Council approved “final version,” sent to MBC. MBC to lead on Regulation 16 consultation –Closed 23 rd August 2026. Awaiting Inspectors queries. “ Made” or adopted – projected spring 2027	On track
2427/4.4	a) Annual Donation £17,500	RFO	Liaise with Church, initial payment £14,649.27 made 24.6.26 Meeting arranged for 15.9.2026	On track
2488/5a	b) Addition cost £1,767			
2454/6.3	ASB Wimpey Field	Clerk	Liaise with MVCP, residents and Police	Needs Chasing Up
2455/6.5	Summer Playscheme the Medway Valley Countryside Partnership – 27 th	Clerk	Playscheme dates as 27 th July – 14 th August 2026 To retain the Playscheme fees at £7	Completed awaiting report and invoice.

	May 2026 (half term) and Bio Blitz 12th August 2026 MVCP Volunteer days at Wimpey Field – 15th August, 15th September 17th November 10th December 2026 and a fifth day in January 2027 to be confirmed.		for prebooked and £10 booked on the day. Very successful and awaiting final report.	
2458	Police cameras at Traffic lights	RSG / Cllr Black	Cllr Black to lead project using s106 funding	Needs chasing up
2458	Replacement of Village Entrance sign on A229 from Cranbrook	RSG / Cllr Black	Cllr Black to lead project – seeking insurance funding to cover costs	Needs chasing up
2465/5	Allotment plot 3	Cllr Pett	Site visit - feel the best bet is to drain on into neighbouring pond – Approval from local Residents Association drafting drainage design and report back to Council.	On track
2465/5 2507/5	Bell Lane hedge	Clerk	Submitted TPO request and seeking Hedge Protection Notice. Council approved on 3 rd August 2026	On track
2468/6.4	Purchase extra Christmas lights	Clerk	Ordered lights and loading – fee for putting up additional motifs £3,140 for traffic management only. Budget £2,000	On track
2468/6.6a 2472/6.2	Main pitch drainage specification Only 1 quote – defer obtain quotes in early 2027 for works in May 2027	Clerk	Approved	Defer until Jan 2027, work May 2027

2476/17.2 24500/Pf	ATC survey specification	Clerk	Approved, taking place September 2026. Additional site added – invoice HPC	On track September 2026
2476/17.1	Council street light assessment	Clerk	Approved, seeking quotes report next meeting.	On track
2484/Cllr Perry	Review GTSP sites	NDP review Group	Clerk contacted MBC planning for up to date list. Circulated MBC list 27.7.26 Planning Committee considering	On track
2487/4.5	3G pitch Sports and Recreation Management contract - solicitor	Clerk / Chairman	Harper James - £7,895 plus VAT	On track
2487/4.6	Electric contracts for Bell Lane Public Toilets, Surrenden Field Pavilion and Parish Office	Clerk	2 year term – Smartest Energy starts 15 th August 2026 Sent over final / open metre readings	On track
2488/6.3	Parish Councillor Allowances	Clerk	Clerk emailed “elected Cllrs” 2.7.26 See report to August Council meeting	On track
2489/8	Ongoing water leaks – Kin Coffee, side alley near Butchers	Cllr Alesi	Cllr Alesi to report back from meeting with SEW	On track
2490/10.1	Hawkenbury Bridge	Cllr Wakeford	Further meeting with KCC Highways – see update	On track
2491/PF	Scouts request access to Scout Hut	Clerk	Drafting letter to give access to Scouts from Nicholson Walk.	On track
2491/PF	ASB Longstrakes	Cllr Wakeford	New bollard to be installed by Management Company	On track
2496/5	Skate Jam / Community scheme	Cllr Sharp	Liaising with SCL and skatepark company – 19 th August 2026	On track

2497/6.3	Pilot Hands on Chest at Surrenden Field	Cllr Alesi	Liaising with KSS	On track
2461/5b 2505/5	Complaint to MBC regarding delay in planning	Clerk	See MBC response received, Escalate to stage 2, 14.8.2026	Discuss
2499	Clarify A5 Bus Service	Cllr Black	Report back from KCC meeting	On track
2500	Reopen Green lane	Cllr Black	Chasing up	On track
2500/JP	Changes in Planning processes	All	Training booked for 14 th September 2026	On track
2500/JP	Parish Elections either 2027 or 2028	Clerk	Clarify election costs	On track
2501/4.2	Virements	RFO	Agreed	On track
2503/4.3	Basic Parish Allowance	RFO	Cllrs Alesi, Castro Riordan and Sharp Report on Website	On track
2503/4.4	Direct Debit for HMRC	RFO	Approved	On track
2504	Jubilee Field	RFO	a) Locum locks – booked in 7.9.26 b) Watts Electrical booked in 26.8.26 c) Skatepark repairs – awaiting date	On track
2504/5	Community Planning link up with NDPR Group	NDPR Group	Seeking meeting in September 2026	On track
2505/6.2	Additional path work at Jubilee Field	Clerk	Agreed to appoint S&C Slatters	On track
2506/6.3	Donations and Grants Policy	RFO	Approved, double check application form	On track
2506/6.4	Local resident to join Communications Group	Coms Group	Agreed	On track

STAPLEHURST PARISH COUNCIL

Item / Title	6.1	Local Government Review principles
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		24th August 2026, South Hall
Report Author		Clerk
Purpose		To consider LGR principles
Resolution		To approve the recommendation of the Employment, Finance and Strategy Group to approve the LGR principles outlined in the report.
Link to Strategic Action Plan		Administration - Sound policies, financial management and reporting

Background

The council has discussed how to deal with the challenges of Local Government Review. The Employment, Finance and Strategy group discussed principles the Parish Council should apply for transfer of Assets and Services.

Detail

The Employment, Finance and Strategy group discussed principles and are bring forward the following principles for transfer of Assets and Services.

1. Transfer of Asset – Draft Principles

Asset definition

Any land, physical property, or legal right over real estate (or other property) held by a council to support public activities or generate community benefit.

- Will this be good for the residents of Staplehurst?
- Market value – how to obtain market value may vary.
- Condition survey – structural surveys, inspection reports etc
- Legal / professional costs
- One off costs
- Ongoing costs
- Risk and Insurance

2. Transfer of Services; Draft Principles

Service definition:

The execution of a specific civic function, duty, or power authorised by Parliament for the economic, social, or environmental benefit of the local area.

STAPLEHURST PARISH COUNCIL

- Will this be good for the residents of Staplehurst?
- Is it value for money?
- Budget predictions , Business plan?
- Estimated costs moving forward?
- Is it sustainable?
- Risk and Insurance?

3. Engagement with Residents

In order to engage with residents as information becomes available;

- Create a specific page on the Parish Council website with a clear summary of Local Government Reorganisation.
- Explain to residents: the continuing role of our Parish Council, which services will change, which will remain unchanged.
- Maintain regular updates through the website and social media channels and (if possible), local media such as the Church magazine.
- Hold public meetings when we know more.
- Liaise with community organisations / charities, local businesses and other stakeholder groups – if we identify that any changes may have a particular effect on them / their activities.
- Prepare guidance for residents (for when the changes come into effect), informing them which authority is responsible for which services – particularly throughout the transitional period.
- Encourage residents already engaged with the Parish Council to participate in the successor authority so Staplehurst continues to be heard further afield.
- Review any resident feedback periodically, and communicate our local priorities collectively to the successor authority - have channels accessible for such feedback

Financial impact: NA

Budget Code: NA

Additional information

STAPLEHURST PARISH COUNCIL

Item / Title	6.2	3G Pitch report
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	24th August 2026, South Hall	
Report Author	Clerk	
Purpose	To consider the option of a memorandum of agreement to cover a period of no contract being in place.	
Resolution	To approve the Employment, Finance and Strategy Group recommendation to adopt the Memorandum of Agreement attached in Appendix A of this report.	
Link to Strategic Action Plan	Community infrastructure	
Background As the 3G pitch construction is coming to an end, handed over is due on 1 st September 2026 plus Sport and Recreation Management Contract.		
Detail 3G pitch construction S&C Slatters the lead contractor has done an excellent job, and the work is ahead of schedule, the work will be completed and handed over on the 1 st September 2026. Sport and Recreation Management Contract. The Councils solicitor has been diligent and has only just sent the contract to SCL solicitors. This is incredibly frustrating and means the contract may not be in place by the 1 st September 2026. Therefore, to avoid VAT implications - £200,000 on the 3G pitch and loss of non VAT registration status moving forward - it is proposed to approve a Memorandum of Agreement, attached in appendix A, in case the Sport and Recreation Management Contract is not signed in time. This is how we manage the Wimpey Field and the Memorandum of Agreement will fall away once the Sport and Recreation Management Contract signed.		
Financial impact: NA		
Budget Code: NA		
Additional information		

STAPLEHURST PARISH COUNCIL

Item / Title	6.3	Surrenden Field report
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	24th August 2026, South Hall	
Report Author	Clerk	
Purpose	To consider the transfer of Surrenden Field to Staplehurst Parish Council.	
Resolution	To approve the Employment, Finance and Strategy Group recommendation to accept Maidstone Borough Council surrender offer to purchase Surrenden Field for £1, plus cover MBC legal fees up to £3,500 and Professional Fees up to £700 subject to clarification of Wayleaves rights granted, Conveyance restrictive covenant 20.6.1934 and Parochial Church Councils Chancel Tax - Liabilities and report back on a Parish Council Legal representative	
Link to Strategic Action Plan	Community infrastructure	

Background

In the Local Government Review one area of work is the transfer of Asset from MBC or KCC to the Unity Authority or parishes. This report considers the opportunity to accept MBC offer to surrender the Surrenden Field to Staplehurst Parish Council.

Detail

The group consider the Heads of Terms and have raised the following points (at the time of writing we had not received the answers)

1. Are there any Wayleaves or rights granted on the site?
2. What the conveyance restrictions from 20.6.1934?
3. Are there any Parochial Church Councils Chancel Tax - Liabilities

The Group applied the draft principles of Asset transfer, see below

- Will this be good for the residents of Staplehurst? - Yes
- Market value – how to obtain market value? £1 seems reasonable
- Condition survey - structure surveys inspection reports? See enquiries above
- Legal professional costs? = £4,200 plus SPC legal costs
- One off costs - £0
- Ongoing costs? – Parish Council manage the site already, 2026/27 budgeted £14,799.62, not expected to increase significantly
- Risk and Insurance? – You cannot insure open space land

STAPLEHURST PARISH COUNCIL

- Need to enquiry with local solicitors to represent the Parish Council.

Subject to satisfactory answers to our queries the group felt this was an excellent opportunity as it is a long held desire for the Parish Council to own Surrenden Field.

The proposed Heads of Terms and site plan are attached in **Appendix A** of this report.

Financial impact: £4,200, plus Parish Council legal fees

Budget Code: Professional Fees

Additional information

STAPLEHURST PARISH COUNCIL

Item / Title	6.4	Adoption of Wimpey Field as Local Nature Reserve
Council, Committee, Working Group		Council
Meeting Date, Time & Venue		24th August 2026, South Hall
Report Author		Clerk
Purpose		To consider the Wimpey Field report
Resolution		To approve Wimpey Field to be formally adopted and designated as Local Nature Reserve and report back with the final documentation.
Link to Strategic Action Plan		Community infrastructure
Background Wimpey Field is well established as a Local Nature Reserve and is managed under agreement with Medway Valley Countryside Partnership. However, it is not formally designated as a Local Nature Reserve		
Detail As previously raised in the Clerk report the designation process includes; • Proof of ownership – our Land Registry document attached • Medway Valley Countryside Management plan - which Nature England need to approve • An Agreement with MBC to simply designate the land – to be finalised and reported back to Council. • There is no need for public consultation • Public Notice on site once agreed in principle • Declaration and sealed Positives - Formal protection of the land, potential impact on neighbouring land (does not stop adjacent development) - potential receptor of off-site BNG funding - to help cover improvement / environmental costs moving forward - this is a separate process, but we are keen to do this as well once formal designation is approved. Negatives - Land owner - Council can't develop the land. See Appendix A for further detail. There are no costs to SPC - unless the Council wishes to appoint a a solicitor to review the final documents – say up to £3,000. The aim is to report back with the final documentation.		
Financial impact: NA		
Budget Code: Wimpey Field		
Additional information		

Appendix A

LNRs should not be designated solely to protect areas of land. They are a positive designation, requiring future commitment to managing the site for nature conservation and, ideally, for public benefit.

The evaluation of sites carried out by Maidstone Borough Council considers the core legislative requirements and Natural England's recommendations. In order to provide objectivity to the evaluation, criteria were developed to assess the core elements of local natural interest and public value. An additional evaluation category encompasses management structure, effectiveness and security, to assess the confidence with which the suitability of the site as an LNR could be secured into the future, shown below. The maximum score for each of the three categories was 10 (100%).

Natural Interest Evaluation	Public Value Evaluation	Management Structures and Security Evaluation
- Existing recognition of being of local importance (Local Wildlife Site or other designation) - Evidence of priority habitats or species - Place in ecological unit – within the Kent Local Nature Recovery Strategy Areas of Particular Importance for Biodiversity or Areas that Could become of particular Importance for Biodiversity - Size and function as an ecological unit - Condition of habitats	- Access - Proximity to people and role as accessible greenspace - Educational and community use - Levels of community interest and activity	- Status of management plan - Management organisation - Implementation of management - Balance of recreation and nature conservation – recreation well-managed - Security of management

Wimpey Field scored very highly across all categories, and was ranked 1 across the 31 sites assessed.

Site	Overall Score	Local Natural Interest Score	Public Value Score	Management Score	Ranking (overall score)
Wimpey Field	93%	80%	100%	100%	1

STAPLEHURST PARISH COUNCIL

Item / Title	6.6	Jubilee Field Management group report
Council, Committee, Working Group	Council	
Meeting Date, Time & Venue	24th August 2026, South Hall	
Report Author	Clerk	
Purpose	To consider the management of the Jubilee Field.	
Resolution	To approve the Employment, Finance and Strategy Group recommendation to i. adopt the Jubilee Field Management Group Terms of Reference attached in appendix A ii. that Councillors on the current JFWG transfer to the Jubilee Field Management Group: Cllr Sharp, Arger, Melville, Rhodes and Alesi In addition, adopt the Project Liaison Group Terms of Reference attached in appendix B	
Link to Strategic Action Plan	Administration - Sound policies, financial management and reporting	
Background As the 3G pitch construction is coming to an end, we need to approve the Terms of Reference for a new working group to oversee the management of the Jubilee Field plus the Football Foundation Project Liaison Group.		
Detail Jubilee Field Management Group It is proposed to form the Jubilee Field Management Group as per terms of reference attached in Appendix A of this report. The key function is that the sport and recreation management contractor (SCL) will report to this group and then onto the Council as required. Project Liaison Group A condition of the Football Foundation grant is to form a Project Liaison Group which will meet up to three times per year. This should include the stakeholders on the site namely; Council representatives from the JFMG, SCL and SMFC CIC. Nationally the Football Foundation are seeking to boost female representation on such groups so request a representative of the of SMFC CIC female team as well. The standard Project Liaison Group Terms of Reference are attached in Appendix B, amended to the Jubilee Field.		
Financial impact: NA		
Budget Code: NA		

Jubilee Field Management Group 2026

Terms of Reference

PURPOSE

1.

The purpose of the Jubilee Field Management Group the (Group) or Project Liaison Group is to;

- a) work with the Swale Community Leisure (SCL) and the Football Foundation to oversee the management of the Jubilee Field inline with schedule 9 of the Sport and Recreation Management Contract
- b) to receive from SCL monitoring reports inline with the schedule 5 of the Sport and Recreation Management Contract
- c) to consider new projects /services at the Jubilee Field
- d) to report to Council with recommendations and monitoring reports.
- e) to follow up with SCL any Council approved actions

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 take a whole site approach to oversee the management, maintenance and enhance the practical aspects of the Councils land / assets at the Jubilee Field including 3G pitch, grass pitches, pavilion, car park, skatepark, open space and ancillary facilities. (hedges, ditches etc)
- (b) To review the provisions of the SCL's services, including Health and Safety, ensuring value for money and the best possible delivery standards. This includes the recommending contract / service specifications to Council for approval and then recommending a preferred supplier to the Council.
- (c) For the avoidance of doubt, if the Group meets and is **not quorate** they can discuss issues and forward notes but **not make recommendations to Council**.
- (d) For the avoidance of doubt the Group can discuss, consider and make **recommendations to Council** but cannot make decisions.

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- (e) For the avoidance of doubt the Group **cannot** act until the Council has decided to approve the recommended action.
- (f) For the avoidance of doubt if actions are taken prior to a Council decision the **Council will not cover the cost of the work.**
- (g) To consider SCL reports from the User Group meetings organised by SCL with partners on the site – Staplehurst Monarchs FC CIC and Girl Guides Association Trust.
- (h) Liaison with Girl Guides Association Trust regarding Deed of Variation for the Kathie Lamb Centre and Annual Licence for land adjacent to the Kathie Lamb Centre
- (i) Liaison with Staplehurst Monarchs FC CIC and SCL regarding potential new clubhouse
- (j) Consider new projects / initiatives on the Jubilee Field

4. **MEMBERSHIP – quorate equates to 50% of the membership**

- (a) The Group shall consist of not more than five but not less than three Parish Councillors, appointed and ratified by the Council, plus two representatives from SCL
- (b) Each representative will have one vote; in the event of a tied vote the Chairman of the group will have the casting vote.
- (c) Nominated substitutions are allowed and can vote.
- (d) Members of the Group acting, claiming to act or giving the impression of acting as a representative of the Group, must adhere to the Council's policies, procedures and Code of Conduct.
- (e) The membership of the Group may be reviewed at any time by the Council.

5. **CHAIR OF THE GROUP**

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

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MEETINGS and REPORTING

6.

- i. The Group will agree a monthly meeting.
- ii. The Group shall receive monthly reports from SCL on the performance of the services at Jubilee Field in line with schedule 5 of the Sport and Recreational Management Contract attached
- iii. The Group will report to the next Council meeting by providing notes of their meetings.
- iv. 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. Council protocol

- (a) The Group is established as a working group of the Parish Council in accordance with Standing Order 4.4. The Group has no greater powers than any other Council Group. It may therefore inform, advise and make recommendations to the Council but it has no power of decision or commitment.
- (b) The Group shall follow the Parish Council Standing Orders – Link after AGM
- (c) The Group shall follow the Parish Council Financial Regulations – link after AGM
- (d) The Group shall follow the Parish Council Code of Conduct – Link after AGM

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

Datexxxxxxx.....Minutes ...xxxxx.....

Jubilee Field Project Liaison Group.

Terms of reference

1. Name of Group

The group shall be known as the Jubilee Field Project Liaison Group

2. Membership

The membership will consist of representation from all key groups involved in the 3G ATP and listed below.

Kent FA / Football Foundation

Staplehurst Parish Councillors (Cllr Sharp, Arger, Melville, Rhodes and Alesi)

Swale Community Leisure – management contractor

SMFC CIC

SMFC CIC ladies' section

Staplehurst Parish Council Clerk to act as secretary non-voting

The membership of Jubilee Field Project Liaison Group may co-opt additional members to the group from specialist areas of development as and when deemed necessary.

3. Chair and Role of the Group

Staplehurst Parish Council representative will Chair the meeting and will:

- Ensure that minutes of the meeting are presented to Jubilee Field Project Liaison Group, Staplehurst Parish Council and the Football Foundation.

The Secretary will

- Ensure that accurate meeting notes are recorded.
- Communicate effectively with members all meeting dates and additional correspondence.
- Ensure any follow up actions are completed.

4. Aims of the Group

To review the operation and development of the 3G FTP at Jubilee Field, recognising the input and needs of all partners involved to gain mutual benefits for the development of football. To draw any matters of significance or concern to Staplehurst Parish Council.

5. Responsibilities

To support the monitoring and evaluation of the 3G FTP Development Plan relating to the Football Foundation funded facilities.

- To receive financial information to ensure that sufficient funds are dedicated to the sinking fund and meeting the financial plan.

- To review the operation of the 3G FTP to ensure maximum usage during community time and where appropriate make recommendations for improvement.
- To ensure that the pitch is maintained in accordance with Football Foundation guidelines and remains on the FA's 3G pitch register.
- To provide opportunities to increase participation involvement in football without discrimination.
- To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.
- To promote and share good practice.

6. Meetings

- All meetings Jubilee Field Project Liaison Group, of will be held as and when appropriate, but not less than three times per year.



STAPLEHURST PARISH COUNCIL

PLANNING COMMITTEE

MINUTES 10TH AUGUST 2026

Public forum

No questions from public.

Present Cllrs Arger, Wakeford, Hotson, Pett, Sharp, Farragher and McLaughlin plus the Clerk

APOLOGIES: Cllr Ash.

APPROVAL OF PLANNING COMMITTEE MINUTES: Minute Pages 1869p – 1870p of 20th July 2026 available at: <http://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/planning-committee/>

Cllr Sharp proposed, and Cllr McLaughlin seconded to approve the minutes of the 20th July 2026 – agreed majority 4 for, 0 against and 3 abstained.

COUNCILLOR DECLARATIONS regarding items on the Agenda: -

1. Declarations of Lobbying – email to all Cllrs regarding 26/500660/FULL
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

CLERK'S PLANNING REPORT:

MBC Gypsy, Traveller and Show People policy is being reviewed. We now have details of the number of sites / caravan / pitches in Staplehurst. Cllr Sharp proposed and Cllr Pett seconded to review and update details – agreed unanimously. Report back in September 2026.

Clerk noted link to Call for sites [New Local Plan - MBC Local Plan](#) closes 23rd August 2026 and will then be reviewed by NDP Review Group.

21/504832/FULL Iden Grange – MBC asked do we wish to still call in?

Following a debate a number of points were raised;

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

- Since Planning Inspectors decision on 15/506037 the bus service has greatly reduced, and further cuts are taking place in September 2026. This means sites such as this are completely unsustainable.
- The proposed access onto the busy A229 is dangerous
- Still no surface water treatment in the application

Cllr Sharp proposed, and Cllr Pett seconded to retain call in for 21/504832/FULL Iden Grange and reiterate previous comments and emphasis the above comments – agreed unanimously.

Cllr Hotson raised the national changes in the planning system, what will be the impact. Following a discussion Clerk was asked to seek clarification on the following

1. What will be the level of Delegated Authority to MBC planning officers? (size of development)
2. What will be the threshold for **not being** able to call in a planning application?
3. The changes are considered undemocratic and underhanded, both MBC Planning Committee (and the subsequent Unitary Authority Planning Committee) plus Staplehurst Parish Council Planning Committee will be rubber stamping potentially ill-informed planning decisions. What weight will be given to Neighbourhood Development Plan policies?
4. When will the changes be implemented in the Maidstone Area?
5. s their going to be specific training for Parish Councillors on Planning Committees regarding the changes?

FULL PLANNING APPLICATIONS:

26/500660/FULL - Land South Of Marden Road Staplehurst Kent TN12 0PE

Residential development comprising 62 homes, new access onto Marden Road, public open space, SuDS and provision of a swale on the northern boundary to provide flood alleviation for Marden Road.

Following a debate which noted residents' comments and highlighted that the Council reiterate previous comments Cllr Sharp proposed and Cllr Arger seconded to recommend refusal and wish to further emphasis the following

- New access with mean car headlights directly into an existing bungalow – If the proposal is approved seek condition to link access to existing roundabout.
- Marden Road / A229 crossroads – KCC Highways report over capacity – have not seen any reports to confirm that it is **not over capacity**. Therefore 62 additional houses will only add to the existing problems.
- Surface water – still no clarity on where surface water will run off too – despite direct requests to applicant as this a major issue in the area
- Foul water – still no clarity if additional foul water will flow into shared drainage system – despite direct request to applicant as this is a major issue in the area
- MBC Protects the existing boundary hedge – Hedge Protection Order signed by R Jarman – why is it now okay to remove the hedge?
- KCC Ecology Report – applicant has not addressed the issues in this report
- BNG report – this report is completely wrong – based on the wrong number of houses. The BNG report needs to be re submitted based on the correct house numbers.
- This is an ill-conceived planning application; it is a flawed. If the Planning Officer is minded to recommended approval we request that it is Called in to MBC Planning Committee.

Agreed unanimously.

26/502706/FULL The Limes High Street Staplehurst Kent TN12 0BJ

Erection of a garden studio

Following a debate which highlighted the studio appears to be in front of the main house, that the construction is lightweight but the Conservation Area is listed as "Marden" not Staplehurst Cllr Farragher proposed and Cllr Pett seconded to recommend approval on the condition that the garden studio is tied to the main house.

Agreed majority 6 for, 0 against and 1 abstained.

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

26/501902/FULL Staplehurst Nurseries Clapper Lane Staplehurst Kent TN12 0JT
Demolition of an existing polytunnel and erection of a new glasshouse.

Following a debate which highlighted that the proposed Glasshouse is significantly bigger in square footage and height than the existing polytunnel and it would not be subservient to the main building, Cllr Sharp proposed and Cllr McLaughlin seconded to recommend approval - agreed unanimously.

SUBMISSION OF DETAILS:

Lawful Development Certificates - NA

Tree Preservation Orders- NA

DECISIONS: Noted

26/502073/FULL - 65 Corner Farm Road Staplehurst Kent TN12 0PR Conversion of existing garage into a habitable room, alterations to existing roof and changes to fenestration. – MBC Granted with conditions / SPC recommended approval

26/502114/FULL - Tudor Hurst Pagehurst Road Staplehurst Kent TN12 0JB
Erection of a single domestic ancillary outbuilding to replace an existing timber storage building and a secondary domestic garage, including associated replacement planting and ecological enhancements. MBC Granted with conditions / SPC recommend approval with the condition that the new building is tied to the main property on the site.

Meeting closed.....8.30pm.....

These minutes are not verbatim, but the decisions are accurate.

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

Scenic Meeting Notes – 29th July 2026

Present: Cllrs Sharp (Chair) (AHS), Melville (JM), Alesi (MA) and Martin (AM)

Apologies: Cllr Castro

Agenda:

1. Feedback of SPC stand at Village Fete

- Very successful event. AHS would like to extend her thanks to the Clerk and all councillors who helped to man the stall – Cllrs Hotson, Castro, Perry, Farragher and herself.
- Issues raised by residents included hedges, connectivity between new estates and antisocial behaviour.

2. Surrenden Field – Pavilion

- Revised quote received from Hanson. JM is meeting with contractor next week to discuss extra requirements (plumbing, electrics and heating, internal fittings, including kitchen and toilet, flooring and CCTV)
- Discussion re Cllr Wakeford's email. All issues raised are already in hand. Cllr Wakeford was unable to attend this meeting..
- **ACTION: JM to collate all drawings/plans/details and provide for Clerk to submit planning application to MBC.**

3. Surrenden Field – Playground

- New RoSPA report (17th July 26) – went through survey and noted that there were no RED flagged actions. YELLOW flagged actions will be addressed during installation of play equipment.
- Re Outdoor Gym – need to contact original installation company and ask for a maintenance quote. **ACTION: Ask Clerk to instruct.**
Skatepark – this part of the report will be actioned by Jubilee Field group.
- Re playground equipment: 3 quotes received: Sutcliffe £49,949.47 ex VAT. Proludic £47K (check if ex VAT) and Sovereign £70,897.39 ex VAT, the latter quotation includes complete new surface.
- Discussion re preferred schemes and prices. **ACTION: Group to research equipment currently used in various local playgrounds and report back. Then JM to speak to all 3 companies to ask for firm quotes based on our identified preferences. Sovereign to be asked to amend their quote if surface installation is removed. AHS to prepare report to council for 24th August with our recommendation for most suitable contractor, with a hope to deliver in the Autumn.**

4. Youth Club – Wifi and water heaters

- The problem is that the wifi (despite JT checking speeds) is too slow when anyone is trying to work within the building. **ACTION: Inform Jean that this is the problem and ask her to re-contact the broadband provider.**

- Water heaters have been installed, plus pull cord in the disabled toilet.

5. Lamp post bearings

- Re group's wish to extend Christmas motifs down the hill from the church – this is not to include lamp posts on either side of the road at the brow of the hill. Streetlights have intimated they can't fix motifs this side of the village without a road closure. There appears to be confusion about what is required therefore, **ACTION: AHS will aim to speak to Streetlights directly, with the Clerk. AHS to check if Clerk has ordered the new motifs, as listed earlier by JM.**

6. Parade Toilets

No further forward, as we still need a survey to be completed before taking them over. **ACTION: AHS to speak again to Cllr Black.**

7. Display Boards

J M intends to expedite completion of the pilot board, which will be placed within the Community Centre frontage.

8. AOB

Re air raid shelter – Men's Shed have confirmed that none of their materials are inside. AHS will check with GSG too. Then AHS and JM (+ caretaker) will arrange a date to tidy the shelter and ensure the Christmas lights are stored safely.

The Surrenden Field play area with a gap in the hedge was discussed and it was decided to monitor for the time being as no vandalism seemed to have occurred. This relates to a space between the hedge and resident's fence panel, a very small space and no nefarious items have been observed.

9. Next Meeting

Thursday 27th August at the earlier time of 7pm.