

# STAPLEHURST

PARISH COUNCIL



## ANNUAL REPORT & ACCOUNTS 2025 - 2026

Subject to External Audit



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

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# Parish Council Finance

## Income & Expenditure Account for the year ended 31st March 2026

**ANNUAL  
REPORT &  
ACCOUNTS  
2025 - 2026**

Subject to External Audit

### INCOME

Parish Precept	300,000.00
MBC Parish Services Grant	7,639.19
MBC CIL Grant	32,999.41
Other Income (pumping station contributions, boot fair etc.)	446.13
Allotment Rental	960.00
Jubilee Field Pitch Rental	14,786.19
Grants & Donations (Volunteer Awards Donation)	914.00
SPC Bank Interest	9,501.46
<b>TOTAL INCOME</b>	<b>367,246.38</b>

### EXPENDITURE

General Administration (Parish Office staff, utilities, equipment, insurance, subscriptions, training, meetings & travel, publicity & website)	141,863.77
Office Equipment	2,682.00
Donations	4,340.00
Street Lighting, Parish Trees, Furniture, Repairs, Planters & Caretaker	23,178.08
Playscheme	2,248.32
Jubilee Sports Field & Skatepark Maintenance	33,460.71
Youth Club (Site maintenance, KCC Lease/Purchase & youth project)	16,909.70
Surrenden Playing Field Maintenance & CCTV	8,489.35
Churchyard Maintenance	16,757.00
Christmas Lights	1,807.55
Professional Consultant Fees	15,389.88
Public Convenience maintenance	12,264.90
Projects	0.00
Wimpey Field Maintenance (Mowing, Strimming)	5,073.51
Allotment Maintenance	0.00
SEHT	612.78
Neighbourhood Plan	3,237.76
<b>TOTAL EXPENDITURE</b>	<b>288,315.31</b>

Balance of Income over Expenditure	78,931.07
Balance brought forward from previous year	268,311.16
	<b>347,242.23</b>

The above Income & Expenditure Account and the Balance Sheet with Supporting Statement (at the time of printing) are subject to Council approval, internal and external audit.

Staplehurst Parish Council accounts are audited quarterly by Iden Business Services and the Annual Audit Return is made to Mazars LLP, Chartered Accountants.

In accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 the dates set for the period of exercise of public rights commence on Wednesday 3rd June 2026 and end on Tuesday 14th July 2026.

# Balance Sheet as at 31st March 2026

<u>Long Term Assets</u>		<u>Represented by:-</u>	
None (see supporting statement below)	172,167.41	General Fund	0.00
		<u>Ongoing Parish Project Reserves</u>	
<u>Current Assets</u>	27,500.00	Surrenden Playing Field Project	
VAT Recoverable	2,000.00	Wimpey Field	3,858.87
Unbanked Income	15,000.00	Jubilee Field	854.00
Cash in hand	35,000.00	3G Pitch	349,677.88
	200.00	Greener Staplehurst Project	354,390.75
<u>Current Liabilities</u>	2,000.00	Neighbourhood Development Plan	
Accruals	1,338.52	Youth Club Activities & Equipment	-4,793.03
Pensions	3,485.10	Youth Club Building	-531.45
Creditors (PAYE)	88,551.20	Community Infrastructure Levy	-1,824.04
	<u>175,074.82</u>		<u>-7,148.52</u>
	0.00	<u>RESERVES held on behalf of others</u>	<u><b>347,242.23</b></u>
	<u>0.00</u>		
	<u><b>347,242.23</b></u>		

## Supporting Statement to the Accounts

### Long Term Assets

Assets have been treated as an expense item at the time of purchase for accounting purposes.

### Community Assets

Jubilee Field (Freehold)	0.00
Land between west side of High Street & Chestnut Avenue (Freehold)	0.00
Land north east of Bell Lane (Freehold)	0.00
Land south side of Marden Road, opposite North Down (Freehold)	1.00
Wimpey Field (Freehold)	0.00
Footpath KM312 rear of Bathurst Road (Freehold)	0.00
Lease/purchase of Youth Club land from KCC	15,600.00

### Buildings (Purchase Value)

Sectional Building (Surrenden Pavilion)	6,300.00
Jubilee Pavilion	500,000.00
Public Convenience - Bell Lane	0.00
Youth Club Building	0.00

### Other Assets (Purchase value)

As per Asset Register 31.03.2026 held at the Parish Office	231,805.07
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### *Responsible Financial Officer's Report:*

I joined Staplehurst Parish Council in late March 2026, arriving at the busy juncture of the financial year-end. My first weeks have been spent immersing myself in the life of the Parish and getting to know the dedicated team of Councillors & Staff that serve it.

As a new member of staff, I have been deeply impressed by the commitment shown by our Parish Councillors. The sheer volume of work they undertake for the local community is significant and it is a privilege to support their ambitions. It is also important to note the high standard of financial stewardship I inherited; the Council's finances have been managed with great diligence and professionalism for many years, providing a robust foundation for future projects.

Looking ahead, I am particularly excited to support the delivery of the 3G pitch project—a facility that promises to be a superb asset for the village. I very much look forward to serving the Staplehurst community in the years to come. -Lissi Smith

For more information visit:

[www.staplehurst-pc.gov.uk/community/staplehurst-parish-council-13607/financial-info/](http://www.staplehurst-pc.gov.uk/community/staplehurst-parish-council-13607/financial-info/)



# STAPLEHURST

PARISH COUNCIL



**CHAIRMAN**

Cllr. Adele Sharp

Cllr.adelesharp@staplehurst-pc.gov.uk

Planning  
COMMS  
SCEnic  
JFWG  
EFS  
RSG

## Councillors



Cllr. John Perry

MBC  
Councillor  
EFS



Cllr. Paddy Riordan

MBC  
Councillor  
EFS



Cllr. Margaret Arger

Planning  
(Vice-Chair)  
COMMS  
JFWG  
EFS  
NPRG



Cllr. Richard Ash

Planning  
(Chair)  
EFS



Cllr. Josh Melville

COMMS  
(Chair)  
JFWG  
SCEnic



Cllr. Mel Alesi

COMMS  
SCEnic  
EFS (Sub)  
JFWG



Cllr. Chris Rhodes

JFWG

### Chairman's Report:

It's been a busy year for everyone and I would first like to say thank you and well done to councillors and staff for all their hard work.

A big thank you to SEHT for their continued support to the village with all sorts of things including trees coming down in stormy weather, traffic accidents and of course running a water supply station at the community centre during the January incident.

The Annual Parish Meeting this year awarded the Staplehurst Volunteer Award to Vic Holdaway, Janet Dowswell and the Thursday McCabe Lunch club for making a real difference to our community. There was a very strong field of candidates again this year and it is really uplifting to know that there are so many people willing to donate their time making Staplehurst a better place to live.

Many thanks go to Homeleigh Timber, Radfords and Balfour Winery for their sponsorship of the award and refreshments on the day.

We have seen repairs to some of the many potholes, although not all. Please do report these (there's a link on our website) as the more that report issues, the more likely it is that they will be dealt with.

After a lot of work over many years this year will see the building of the 3G all weather sports pitch on Jubilee Field. This has been possible due to 75% of the funding coming from the Football Foundation, a major investment in Staplehurst on their part. SPC have allocated \$106 money (funding developers have provided) and £45,000 to this facility that will enable the junior Monarchs more year round football as well as many others.

Authority	Benefits	Building * <sup>1</sup>	Cemeteries* <sup>2</sup>	Children's Play Areas * <sup>3</sup>	Children's Play areas * <sup>4</sup>	Council Housing	Council Tax	Education	Football pitches	Graffiti removal	Hedges & Shrubs roadside	Highway maintenance	Highways	Housing benefits	Library	Noise Nuisance & control	Planning * <sup>5</sup>	Public Toilets – Bell Lane	Public transport	Refuse collection	Refuse disposal	Social Services	Street lighting	Street lighting * <sup>6</sup>	Traffic Road Safety	Trees on the Highway
KCC								✓			✓	✓	✓		✓		C	✓	✓	✓	✓	✓	✓	✓	✓	
MBC	✓	✓	✓	✓	✓	✓	✓			✓				✓		✓				✓	✓					
SPC				✓	✓	C	C		✓				C	C		✓	✓	✓	C	C	✓		✓	C		

#### Key to Services and Activities

This Council is primarily responsible for the provision of this service and should be your first point of contact.	✓
This Council is consulted on matters relating to the provision of this service and may be able to offer some assistance.	C

- \*1 Building regulations and enforcement
- \*2 In Staplehurst Church manages cemetery
- \*3 Housing areas
- \*4 Recreation Grounds
- \*5 Policy / Applications / Enforcement
- \*6 Nicholson Walk, Chapel Lane and 6 on Maidstone Road

Kent County Council	03000 410 410
Maidstone Borough Council	01622 602 000
Staplehurst Parish Council	01580 891 761

SCEnic  
EFS



**VICE-CHAIRMAN**

**Cllr. Ani Martin**

Cllr.animartin@staplehurst-pc.gov.uk

# NEW COUNCIL MAY 2026



Scan Here for  
More!



Cllr. Mike Wakeford

Planning  
RSG  
GSG



Cllr. Cath Farragher

COMMS  
Planning  
RSG



Cllr. Eric Hotson

EFS  
Planning  
(Sub)



Cllr. Jose Castro

SCEnic  
GSG



Cllr. Alan Pett

Planning  
SCEnic



Cllr. Bill McLaughlan

Planning  
NPRG  
RSG

**GROUPS:**  
JFWG= Jubilee Field Working Group.  
SCEnic= Staplehurst Community Enhancement Neighbourhood Improvement Committee  
NPRG= Neighbourhood Plan Review Group  
RSG= Road Safety Group  
EFS= Employment, Finance & Strategy  
GSG= Greener Staplehurst Group  
COMMS= Communications

## The Office Team



**Parish Clerk**

**Richard Griffiths**

Clerk@staplehurst-pc.gov.uk

**Support Officer**

**Jean Terry**

Admin@staplehurst-pc.gov.uk

**Responsible Financial Officer**

**Lissi Smith**

rfo@staplehurst-pc.gov.uk

**Caretaker**

**Paul Nyahwa**

### Clerk's Report 2025/26:

Welcome to the Clerk's Report for 2025/26—a year of significant change.

Adele Sharp was elected Chairman in May 2025. In December 2025, Deborah Jenkins left the Council after 15 years as Responsible Financial Officer. Her expertise and local knowledge will be greatly missed. In March 2026, Lissi Smith joined as the new Responsible Financial Officer and is settling in well.

The Parish Office has once again supported the organisation of local events, including village clean-ups, the Playscheme, Bio-Blitz, Skate Jam, and the Remembrance Parade. Thanks go to our parish councillors and volunteers for their hard work in delivering these events.

The established meeting cycle—Parish Council meetings every three weeks followed by a Planning Committee—continues to work effectively. It enables discussion of a wide range of matters while allowing sufficient time to meet planning application deadlines. This does require significant office time for agenda preparation, publication, minutes, and supporting agreed actions, but this remains the “bread and butter” of the Parish Office.

The long-awaited 3G pitch has been approved in 2026, with an anticipated opening in August 2026. Louise Brice, Lee Seal, and Paddy Riordan initiated and led this work 10 years ago—yes, it has been that long.

In December 2025, consultations were completed on proposals for Surrenden Field Playground and a new pavilion at Surrenden Field, with work now progressing to deliver improvements.

Finally, thanks go to my fellow staff members, Lissi, Jean, and Paul, for their dedication over the past year. Without them, the Parish Office and Council would not function. We look forward to supporting the Council in the year ahead.

In summary, 2025/26 has been not only a year of change but also one of preparation for further change in 2026/27.

## 3G Multi-Sport Working Group

Contact: [Cllr.AdeleSharp@Staplehurst-pc.gov.uk](mailto:Cllr.AdeleSharp@Staplehurst-pc.gov.uk)

Cllr Sharp, Parish Council Chairman stated "We are delighted after 10 long years of challenging work to be finally starting the construction of this long awaited 3G pitch at the Jubilee Field with the aim of an opening in Summer 2026. Louise, Lee and Paddy fought and led the initial work 10 years ago - yes it is that long ago. Without their hard work to get the 3G pitch recognised and approved as a strategic project with both the Football Foundation and Maidstone Borough Council the project would not have got off the starting line, let alone come to fruition. Their work was fundamental in obtaining £741,979 of funding from the Football Foundation and £210,616.98 from s106 agreements. The planning process has been frustrating, but we are finally starting the groundwork and we will be working with the contractors in the construction phase to keep disruption to a minimum. We are very grateful to the Football Foundation for their support plus the Kent FA, who have also been very supportive, and grant aided the project with £5,000.



A huge thank you to all involved we look forward to working with Swale Community Leisure who will manage the site once building works are completed."

## Road Safety Group

Contact: [Cllr.AdeleSharp@Staplehurst-pc.gov.uk](mailto:Cllr.AdeleSharp@Staplehurst-pc.gov.uk)

We have had a few accidents recently on the A229, near the garage and at the top of the hill, which emphasise the need for a safe pedestrian crossing.

A change of staff at Kent Highways caused a setback about a crossing to the bus stop near the garage, but we are hopefully back on track again, heavily emphasising that a tactile crossing is not sufficient on that stretch of road. It is extremely disappointing how many years we have been lobbying for this, but we will continue to push for this.

The Hawkenbury Bridge continues to be a thorn in everyone's side, with repairs not being able to keep up with the damage and accidents that occur there.

We can all agree that driving slowly and tooting our horns help, but there is clearly an issue with the amount of accidents happening. Unfortunately Kent Highways cannot simply widen the bridge as they only own the bridge and not the land either side. Traffic lights seem an obvious improvement, but KH feel there is not a close enough electrical supply for this; even though a railway and houses are nearby so it feels more likely it's just too expensive for KH to implement.

On a positive note, due to the constant 'reminders' to Kent Highways the warning signs at the Sainsbury's roundabout has now been put in place.

## Communications Group

Contact: [Cllr.JoshMelville@Staplehurst-pc.gov.uk](mailto:Cllr.JoshMelville@Staplehurst-pc.gov.uk)

Over the past year, the Communications Working Group has continued to play a central role in ensuring clear, consistent, and effective communication both within the Parish Council and with the residents of Staplehurst.

A key part of our work has been the design, production, and publication of this Annual Report, alongside the quarterly Parish Updates, which provide residents with accessible and timely information about council activities, local initiatives, and community matters. These publications remain an important way of keeping the village informed and engaged. Beyond these regular outputs, the group supports a wide range of communication needs across the Council. This includes assisting with public notices, digital content, and improving how information is shared between councillors, staff, and the wider community. We also contribute to reviewing and refining communication methods to ensure they remain effective, inclusive, and responsive to residents' needs.

Throughout the year, our focus has been on clarity, transparency, and accessibility—helping the Parish Council maintain strong connections with the community it serves.

I would like to thank all members of the working group for their continued time, effort, and commitment.

## Employment, Finance & Strategy Group

Contact: [Cllr.AdeleSharp@Staplehurst-pc.gov.uk](mailto:Cllr.AdeleSharp@Staplehurst-pc.gov.uk)

With a new financial year under way, the group are working hard to make sure the SPC budget is used to the best effectiveness.

The Council budget, precept, for 2025/26 was £300,000. This equates to a 48p per week or £2.06 per month increase on an average Band D property.

This funds the community facilities SPC are responsible for such as the public toilets, the Youth Hut / building, Surrenden field and play / gym equipment and the Jubilee Field.

We have allocated funds for the Greener Staplehurst Group for their continued work at the parade, the planters throughout the village as well as improvements to the Surrenden Field play area and updating the Pavilion. We have requested that KCC highways use S106 monies in Staplehurst for a crossing on the A229.

See the RSG article.



# Neighbourhood Plan Review Group

Contact: [Cllr.MargaretArger@Staplehurst-pc.gov.uk](mailto:Cllr.MargaretArger@Staplehurst-pc.gov.uk)

Our revised Neighbourhood Plan is with Maidstone Borough Council to go through Regulation 16 of The Neighbourhood Planning (General) Regulation 2012 which requires the local planning authorities to publish our submitted plan for a formal 6-week public consultation which allows parties to comment on whether the proposed plan meets the basic condition – such as confirming to national policies and sustainable development – before an independent examiner reviews it.

My thanks go to Alison Eardley our planning expert and to the residents who have been active members of the group since the very beginning. We are nearly there!



# Jubilee Field Working Group

Contact: [Cllr.AdeleSharp@Staplehurst-pc.gov.uk](mailto:Cllr.AdeleSharp@Staplehurst-pc.gov.uk)

The Skatepark users, Girl Guides and Monarchs football teams and general public have been making good use of the Jubilee Field this year. As well as the senior teams, it's a real credit to all involved that we have 22 teams playing here, providing football not only to players in Staplehurst but from surrounding villages too. It's the end of the football season but work goes on. By the end of this month the building of the 3G pitch will begin.

It's taken a lot of work to get to this point and hopefully the work to the 3G pitch will be quick and efficient, causing as little disruption as is possible when you have a building site. Hopefully its completion will see a new era of football no longer cancelled due to wet weather.

# SCEnic

Contact: [Cllr.AdeleSharp@Staplehurst-pc.gov.uk](mailto:Cllr.AdeleSharp@Staplehurst-pc.gov.uk)

Thank you to all of those that responded to our questionnaire/Survey about Surrenden Field. We are now looking at updating and improving the play area as well as the pavilion. There was a lot of useful feedback about the use of the field as a whole and what people felt would improve the facilities. Funding willing in this financial years budget, we will endeavour to implement what is feasible.

The Youth Club Hut is once again holding a Youth Club meeting on Mondays courtesy of the YMCA. After a lot of work, we once again have a safe space for young people to meet and socialise.



# Planning Committee

Contact: [Cllr.MargaretArger@Staplehurst-pc.gov.uk](mailto:Cllr.MargaretArger@Staplehurst-pc.gov.uk)

At present Maidstone is currently only able to demonstrate a 4.5 – year housing supply and are below the required threshold required under the National Planning Policy Framework.

The Planning Committee members are not experts on planning matters. However, they have an interest and commitment to viewing planning applications and how they impact on neighbours and the community. They make recommendations to Maidstone Borough Council (MBC) Planning Department, and the final decision is theirs. If MBC refuse an application the applicant can appeal to the Secretary of State for a review and a Planning Inspector, then makes the final decision.

When assessing an application, we consider our own Neighbourhood Plan, the Maidstone Borough Local Plan and the National Planning Policy Framework particularly for larger developments as well as extensions and associated works.

We try to post notifications of an application to neighbours to highlight awareness and invite comment. Comments on an application can be made via the MBC planning portal and residents are welcome to attend the three weekly planning meetings held at the Village Community Centre.

I would like to thank the members of the Planning Committee for their hard work during the last 12 months.

# Greener Staplehurst Group

Contact: [Clerk@Staplehurst-pc.gov.uk](mailto:Clerk@Staplehurst-pc.gov.uk)

GSG has another exciting year ahead, with several major projects already underway. Led by Martin Ralf, the team is completing the first phase of a full upgrade to the Parade weed liner and bark, with plans to finish the Chestnut Avenue bed and refresh Maddie's Herb Bed by the library. Alongside these projects, our most valued member, Shirley Wigzell, continues her work maintaining planters across the village, keeping Staplehurst colourful throughout the seasons.

As summer approaches, increased watering will be essential, and GSG warmly welcomes volunteers to help with watering, weeding and planting. Volunteers can join a group chat to stay informed about upcoming jobs and meet-up days, with no minimum commitment required. We also accept any teenagers who have been grounded/need a break from screen time – parents reach out. Donations of spare plants, bulbs or woodchip are always greatly appreciated as we work together to help Staplehurst bloom this summer. -Natasha Thomas, Chair

# 5 steps to become better prepared

STEP  
**1**

## Make an emergency grab bag – consider:

- Torch
- Keys
- Medication
- First aid kit
- Toiletries
- Important documents
- Radio and batteries
- Money and credit cards
- Clothing and blankets
- Mobile phone and charger
- Pet food
- Food and water
- Emergency contacts



STEP  
**2**

## Make a 'Household Emergency Plan'

Make an emergency plan for your home and practice it with your household. Your plan should include: contact numbers, how to turn off your gas, electricity and water, and sources of information and advice.



STEP  
**3**

## Sign up for weather and flood alerts

- Sign up for Met Office weather alerts: [www.metoffice.gov.uk](http://www.metoffice.gov.uk)
- Get Environment Agency Flood Warnings: [www.gov.uk/get-flood-warnings](http://www.gov.uk/get-flood-warnings)



STEP  
**4**

## Check your flood risk

Check your home's flood risk by visiting the Environment Agency website at [www.gov.uk/check-long-term-flood-risk](http://www.gov.uk/check-long-term-flood-risk)



STEP  
**5**

## Join the Priority Services Register

The Priority Services Register is for customers who may need additional support in a utility outage. Find out if you or a relative is eligible to sign up for this free service by visiting [www.thepr.co.uk](http://www.thepr.co.uk)



Scan the QR codes for more information or visit [www.kentprepared.org.uk/5-steps](http://www.kentprepared.org.uk/5-steps)

Are you **emergency ready?**

Kent and Medway **prepared**

202408-029



**My Community Voice**

Protecting the neighbourhoods of Kent and Medway

MCV is a two-way engagement tool brought to you by Kent Police



**Kent Police**



Find out what's happening in your area



Receive alerts from your local officers

Tell us what matters most to you



Sign up today and make your voice count



Find out more [www.MyCommunityVoiceKent.co.uk](http://www.MyCommunityVoiceKent.co.uk)

# Staplehurst Holiday Club 2026

Week commencing Monday 27th July (Registration Day), 11am - 12pm  
 Tuesday 28th – Friday 31st July, 9am – 12pm (1 session)  
 Monday 3rd – Friday 7th August, 9am–3pm (2 sessions)  
 Monday 10th – Friday 14th August, 9am–3pm (2 sessions)

Staplehurst Primary School, Gybbon Rise, Staplehurst, Tonbridge, TN12 0LZ

Booking Close 10th July 2026  
 Pre booked sessions £7, on the day £10 per session  
 For children aged 4 – 11 years

t: 07951 000135  
 e: [Staplehurst@playplace.org](mailto:Staplehurst@playplace.org)

Tax Free Childcare Credits accepted

Supported by Staplehurst Parish Council



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