



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

<u>Parish Council Saturday Surgeries with Borough Councillor Perry</u>	
<u>(Staplehurst Library 10.00am – 12.00pm)</u>	
<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
<u>Future Parish Council meeting dates</u>	
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