

Meeting Notes

Community Enhancement Group

Notes of the Meeting held on 10 September 2018 from 19:30 to 21:20

Present: **Parish Councillors Joan Buller, Paul Kelly, Sam Lain-Rose (Chair), Barrett Manning, Paddy Riordan, Gill Smith and Elaine Symes.**

1. Apologies for Absence

It was noted that apologies for absence had been received from Parish Councillors Tom Burnham, Sue Forward, John Reardon, Adele Sharp and Non-Councillor Louise Brice.

2. Councillor Declarations

Parish Councillors Lain-Rose and Riordan declared an interest on the agenda item relating to Jubilee Fields.

3. Agreement of the Previous Group Meeting Notes

Meeting notes of 20 August 2018 were AGREED by Members following a few grammatical and clarification amendments highlighted by the Parish Clerk. Members also specifically AGREED Section 4 of the Group's meeting notes.

4. Matters Arising from the Previous Group Meeting

Parish Councillor Kelly updated Members that the Youth Club's Finances was sent to the Parish Office today.

5. Involve Maidstone Donation

Parish Councillor Lain-Rose introduced the item, explaining that the Deputy Clerk & Finance Officer had submitted this item. Finance & Strategy had originally reviewed the request for a donation and responded with a request for further information to evidence that their service(s) benefits residents of Staplehurst. The additional information confirmed that they had 71 residents included in the Carers' Service and further 11 residents that utilise the Older Peoples' Service.

Members discussed and **AGREED** that a donation should not be made this Financial Year to Involve Maidstone, for the following reasons:

- The Council's Donations Budget is already overspent.
- Members understood that the services offered by Involve is not entirely free.

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- Members were aware that none of the services offered were directly delivered within the Parish.

In addition, Members were in agreement that:

- The donation request should be reviewed in line with next year's Budget and recommended to the Council.
- That we could extend an invitation to Involve Maidstone to visit the Council to make a presentation.
- That we could assist Involve Maidstone by signposting them to other local groups, which could assist residents in being aware of their service(s) and increase their reach to residents of the Parish.

6. Jubilee Field

6.1 Management

Parish Councillor Lain-Rose explained that the Jubilee Field Management Committee recently had a meeting, which included Parish Councillors Burnham, Lain-Rose, Riordan and Smith. There was discussion of Jubilee Field Management Committee requiring to purchase their own insurance cover. This would be in addition to the Parish Council, the Football Clubs and the Guides. Ultimately, the Parish Council would end up covering the cost of this as there is limited financial resources, as shown to Councillors at a recent Council meeting with the financials of the Management Committee being shared by Parish Councillor Riordan.

Parish Councillor Lain-Rose and Riordan wished the Community Enhancement Group to consider a proposal to form a Council Committee with delegated powers and authority for the Jubilee Field Management. This would remove the lease that currently stands between the Council and Trustees of the Jubilee Field (which are now extremely outdated) and would need to draw up a new lease arrangement with the Guides between the Council and the Guides.

Members discussed this and felt that a Terms of Reference for the proposed Committee should be presented to the Group, prior to any consideration of recommending to the Council.

Parish Councillor Kelly raised his objection, which included the financial implications for the Council as this would be a liability. Parish Councillor Lain-Rose explained that all the land that the Council either owns or is responsible for maintaining is a liability and that by creating this Committee and removing the separate body, would hopefully reduce costs for utilities as there would be one standing charge and no additional insurance costs, as it is already covered by the Parish Council. In addition, the Council will receive the income directly. Parish Councillor Kelly wanted to see the controls in place for the proposed Council Committee, which will be through the Terms of Reference.

6.2 Staplehurst Monarchs United FC

Parish Councillor Riordan explained that the Staplehurst Monarchs United FC are at the top of their league and could obtain £70,000 of funding to assist them with £100,000 of improvements to enable them to move up.

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Parish Councillor Riordan explained that the improvements required the Council's approval and would include development of an enclosed pitch with stands and floodlighting.

Members discussed the proposals and **AGREED TO RECOMMEND** that the Council provides its consent to the development and investment by the Staplehurst Monarchs United FC on Jubilee Field, providing that the following conditions are met:

- That full drawings are provided to the Council's Parish Office and subsequently circulated to Councillors for information.
- That any planning permission that is required to be obtained is applied for by the Staplehurst Monarchs United FC.
- That all stakeholders are satisfied with the proposed development and suitable mitigation arrangements are planned and enacted.
- That the Staplehurst Monarchs United FC remains liable for the maintenance of the facilities erected on the Jubilee Fields.
- That the Staplehurst Monarchs United FC increases their maintenance costs to the Jubilee Field Management Committee (to be agreed between the Staplehurst Monarchs FC, Jubilee Field Committee and Staplehurst Parish Council in due course).
- That the Staplehurst Monarchs United FC allows use of the facility to all the teams, including the Staplehurst Monarchs Youth Football Club.

7. Wimpey Field

Parish Councillor Forward circulated a paper prior to the Community Enhancement Group and Members discussed the items raised.

Members **AGREED TO RECOMMEND** to **COUNCIL** that an additional Bio Blitz event was hosted in May 2019 Half Term.

Members **AGREED TO DEFER** this and request further information / clarity regarding the Forest School experience as Members were not fully aware of what this includes.

Members **AGREED** not to progress any further investigation of siting a litter bin at the Wimpey Fields at this present time, as this would incur further issues and majority of users remove their litter from the site. However, it was also noted that previously the Council was informed that once the Saxon Mead development was adopted, Maidstone Borough Council could site a litter bin at their development and would remove the waste.

Members **NOTED** that the bamboo screening for water storage tank had been installed.

Members **AGREED** with the utilisation of the current contractor for additional clearing/cutting back during the autumn as an extension of the existing contract. In addition, Parish Councillor Lain-Rose confirmed that the contractor had adequate insurance cover and that they would be meeting to formalise the contract with annual reviews.

Members **AGREED TO RECOMMEND** to **COUNCIL** that a virement from the General Fund to the Wimpey Field Reserve of the donations totalling £3,900 in relation to the Wimpey Field, which has been confirmed by the Deputy Clerk & Finance Officer.

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8. 2019/20 Budget – Community Enhancement Group

Members **AGREED TO RECOMMEND** to the **FINANCE & STRATEGY GROUP** the following budgets for 2019/20 for inclusion within the 2019/20 Budget and subsequent approval by the Council:

- CCTV budget should remain at £1,000
- Christmas Lights budget should increase to £10,000 for the allowance of purchasing additional motifs to extend the Christmas Lights for 2019 and allow for load testing and plug and play installs on columns.
- Greens, Trees and Tubs budget should increase to £10,000 to allow for the additional land acquired by the Council (Chestnut Avenue land and footpath 312).
- Jubilee Field Maintenance budget should increase to £7,500 to allow for further expenditure as the existing budget of £5,000 was insufficient.
- Playscheme budget should remain at £2,000.
- Public Toilets budget should be £9,000.
- Skatepark budget should remain at £4,500.
- Street Lighting & Furniture budget should remain at £1,500.
- Street Sweeping budget should be removed, as the Council has agreed to terminate the Street Cleansing Contract.
- Surrenden Field Maintenance budget should be removed has sent notice to Maidstone Borough Council that the lease that expires in March 2019 will not be renewed.
- Wimpey Field budget should be £6,000 (with the underspend carried over, and the remaining funds transferred from the Wimpey Field Reserve).
- Youth Club Site Maintenance budget should remain at £2,000.
- Youth Staff & Services budget should remain at £4,000.
- Surrenden Playing Field Project Reserve should be removed and the £16,500 associated to this fund should be directed to the General Fund Reserve.
- Donations budget is increased to £2,500.

Members **AGREED TO REQUEST** that the Finance & Strategy Group includes an additional £6,000 be added to the General Fund Reserve, this is for potential land liabilities for future acquired land.

Members **AGREED TO REQUEST** that the Finance & Strategy Group plans how it will fund the Wimpey Field once the original Wimpey Field Reserve of £25,000 has been utilised, which as it currently stands will be part-way through 2020/21 Financial Year. Members felt that it would be prudent to start planning for this in next Financial Year, rather than raising the Precept in one hit for 2020/21.

Members **AGREED TO REQUEST** that the Allotment Land Purchase Fund is remained to Allotment Fund.

Members **AGREED** to discuss projects that could utilise the S106 monies held by Maidstone Borough Council at a future meeting.

9. The Parade

Parish Councillor Lain-Rose explained that works needed to be carried out at the Parade, as the work had been started. Members discussed and **AGREED** that a Specification for the work to move the brickwork on the car park side back and for the planters to be

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placed with turf should be drawn up and discussed at a future meeting. Parish Councillor Lain-Rose to complete this.

Parish Councillor Lain-Rose also discussed the possibility of progressing the acquisition of the Parade land from the landlord. This was discussed by Members and felt that it needed to understand exactly what section would be taken and Parish Councillor Kelly raised his concerns as it would be a liability.

Parish Councillor Kelly challenged Parish Councillor Lain-Rose on his interest in this and Parish Councillor Lain-Rose explained that there was no interest that needed to be declared as he no longer worked at the Parade, where he was employed by Blakemore Retail or was connected with the site that would be classed as a disclosable interest and has no spouse/partner that is connected with the site.

10. Any Other Business

Parish Councillor Kelly reported that he is liaising with the Parish Clerk on replacing the gate that is facing the A229 which is on the Youth Club site.

Parish Councillor Kelly requested Members to consider making an amendment that allows for the opportunity to utilise the street cleaning on an ad-hoc basis, allowing the contractor (Paxman (UK) Services Ltd.) to continue with their waste carrier license and utilise the facilities at Park Wood. Members **AGREED** that Councillor Lain-Rose would seek advice from the Parish Clerk on this.

11. Confirmation of the Date of Next Meeting

Members CONFIRMED the next meeting of the Group would be Monday 8 October 2018 at 19:30. The meeting will be held at Village Centre, High Street, Staplehurst. Parish Councillors Riordan and Smith sent their apologies for this meeting.