

**Ide Hill Amenities Committee**  
**Minutes of a meeting held at Ide Hill Village Hall**  
**on Monday 12 January 2026 at 7.00 pm**

**Present:** Cllrs Coles, Evans (Chair), Maybury and Manley  
**In attendance:** 2 members of the public, Mrs A Barlow (Clerk)  
**Apologies:** Cllr Fribbens

It was agreed that Cllr Evans would Chair the meeting.

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr Fribbens. The Sundridge Members were not required to attend as the meeting was quorate.

2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

None.

3. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have related to Ide Hill amenities. Please note this item will be limited in time at the discretion of the Chairman.

Richard Don had previously emailed the Parish Council with a list of questions which were addressed.

- the arrangements for the meeting with Kate Harvey on 2nd February

The Clerk confirmed the meeting will be at 7pm at Ide Hill Village Hall and it was confirmed that the questions, as previously drafted, had been sent to her.

- Countryside Stewardship Higher Tier

Cllr Maybury advised that the Parish Council had now heard from the RPA and full details are included at Agenda item 6.

- The improvement to Lady Amherst Drive and at the Hanging Bank end

The Clerk advised that Graham Twinam has been appointed to carry out the work.

Tree safety survey – at Agenda item 6.

Kubota tractor

The Clerk advised that she will contact the insurance company to see if the Parish Council can insure it under the policy.

4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

**Members resolved to discuss Agenda Items 7.2 And 8.2 in confidence.**

5. To agree the minutes of the meeting held on 13 October 2025 and matters arising not covered under Agenda Items.

**Members resolved to agree the minutes of the meeting held on 13 October 2025.**

11.2 Deer proof Fencing – there has been formal complaint about the gate which is on the Montreal Estate.

# SUNDRIDGE WITH IDE HILL PARISH COUNCIL

## 6. Stubbs Wood

### 6.1 Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)

Cllr Maybury advised that the Parish Council has been invited to advise the RPA if they are interested in applying for a Countryside Stewardship Higher Tier grant. Full details are included at Appendix A.

6.2 To confirm the arrangements and questions for the presentation by Kate Harvey of Maydencroft

**It was confirmed that the meeting with Kate Harvey will take place at Ide Hill Village Hall at 7pm on Monday 6 February 2026.**

### 6.3 Aztech – spraying at Stubbs Wood

Aztech have confirmed that they will undertake the spraying in the Spring.

### 6.4 Tree Survey

The Clerk advised she has not heard from Jim Quaife. She has requested a quote from Down to Earth.

### 6.5 Stubbs Wood Account at 31 December 2025

Noted as at Appendix B.

## 7. Ide Hill Public Conveniences

### 7.1 Update

There have been no issues, the Clerk advised that it was difficult to deal with Nayax but she would check with them that the identity checks had now been approved.

### 7.2 Castle Water (in confidence)

Cllr Fribbens is dealing with this matter.

## 8. Ide Hill Recreation and Green

### 8.1 Ide Hill Recreation Ground

**Members agreed that the dog bin should be replaced with a multipurpose bin.**

### 8.2 Electricity supply to Ide Hill Scout Hut (in confidence)

The Clerk advised that the action agreed from the Full Council meeting had taken place.

## 9. Litter Bins

### 9.1 To discuss an additional litter bin for Ide Hill

Cllr Maybury explained the issues with the “dog poo bags” all over the lane.

**Members agreed the Clerk should ask the PCC if they have any objections to a bin being placed on their property by School Lane.**

## 10. Items to Note/Consider

### 10.1 Winter Plan

**It was agreed to include information on the salt bins on social media accounts.**

## SUNDRIDGE WITH IDE HILL PARISH COUNCIL

### 10.2 Streetlighting

None.

### 10.3 Summer Events

**It was agreed to have a Summer Woodland walk at the end of June/beginning of July.** The walk will be followed by drinks and ice cream with the venue to be confirmed - either Stubbs Wood car park or Recreation Ground.

### 10.4 Signage for all assets

The Clerk confirmed that the Ide Hill assets all need signage and it was agreed to put "Parish Council" signage at the Recreation Ground, Green, Stubbs Wood and Goathurst Common.

### 10.5 To deal with any other Ide Hill Assets If required.

None.

## 11. Date of next meeting

To be confirmed.

## SUNDRIDGE WITH IDE HILL PARISH COUNCIL

### Appendix A – Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)

*Dear Tom*

*The RPA has rejected an email sent from one of our Councillors, Cllr Martyn Fribbens, in response to your email.*

*I am now resubmitting the email from the Parish Council Office which is the registered address with the RPA.*

*Thank you for your email of 12th December regarding:*

*SBI:*

*Business name: Sundridge with Ide Hill Parish Council*

*WMP reference number:*

*Woodland property name: STUBBS WOOD*

*Your ref: CSHT pre-app invitation FC V5.0 + CRM-6601309-S2M1P2*

*The Parish Council of Sundridge with Ide Hill would like to confirm its intention to apply for the CSHT. As we understand it, no further action is required from us at this time until a Forestry Commission Woodland adviser is appointed to us. However, if further information is required from us at this stage, please advise us so we continue to meet necessary deadlines.*

*Yours sincerely*

*Amanda Barlow*

*Clerk to Sundridge with Ide Hill Parish Council*

*Parish Telephone Number: 07495 962372*

## SUNDRIDGE WITH IDE HILL PARISH COUNCIL

**From:** russell.maybury@sundridgewithidehill-pc.gov.uk <russell.maybury@sundridgewithidehill-pc.gov.uk>

**Sent:** 09 January 2026 10:14

**To:** 'clerk@sundridgewithidehill-pc.gov.uk' <clerk@sundridgewithidehill-pc.gov.uk>; martyn.fribbens@sundridgewithidehill-pc.gov.uk

**Subject:** FW: RE: Stubbs Wood WMP and pre app invitation

Here is the initial response which indicates we will have to renew the WMP asap as there is only another year to go .

At least they seem very helpful /natural England are also involved as we are a SSSI but the Forestry Commission are the lead on this .

-ubject: RE: Stubbs Wood WMP and pre app invitation

Hi Russell, thanks so much for providing this very useful information before you move to the next step.

My advice after reading this is to request that your new consultant write and apply for a new Woodland Management Plan. Looking at the expiry date of your existing one, **I wouldn't be able to sign off your pre app for CS on your existing WMP due to only having 1 – 2 years to run at max.**

I work with Julian Miller so that's good to know he wrote your existing WMP which will be of a high standard. When you meet with your new consultant in February ask him to apply for a Woodland Management Planning Grant before applying for the main WMP. This way he will be able to claim a £1500 one off payment on your behalf which is paid by the RPA about 6 months after I have approved you WMP. This grant is designed to cover some of the agent fee for writing the WMP.

I will be able to issue you with a new 10-year felling licence alongside an approved WMP as you are already aware.

Regarding your pre app, once you have received your application then please select your choices but **ensure that they align with the work in the new WMP and NOT the old WMP.** You are welcome to update Tom Draper at the RPA with this information and that you have spoken to me. It may be worth holding back from submitting the pre app for CS until I have approved your new WMP. That will ensure that there is no confusion. Processing times for WMP are about 6 weeks (including consultation with Natural England) so there is plenty of time for everything to gel nicely together. Depending on the exact month of the existing WMP expiring, you could be at the 6 months left to run mark anyway so that will be well timed for both the new WMP sign off and pre app CS approval.

Please ensure the consultant fully understands what I have advised and if they have any questions, please ask them to contact me to discuss in more detail.

Warm regards,

**Woodland Officer – West & North Kent**

Forestry Commission South East & London

[www.gov.uk/forestrycommission](http://www.gov.uk/forestrycommission)



## SUNDRIDGE WITH IDE HILL PARISH COUNCIL

**From:** russell.maybury@sundridgewithidehill-pc.gov.uk <russell.maybury@sundridgewithidehill-pc.gov.uk>

**Sent:** 11 January 2026 13:44

**To:** martyn.fribbens@sundridgewithidehill-pc.gov.uk; 'clerk@sundridgewithidehill-pc.gov.uk' <clerk@sundridgewithidehill-pc.gov.uk>; sharron.manley@sundridgewithidehill-pc.gov.uk; tammy.coles@sundridgewithidehill-pc.gov.uk; 'John Evans' <john.evans@sundridgewithidehill-pc.gov.uk>

**Subject:** Countryside Stewardship grants update

Hello

Based on recent conversations with the Forestry Commission and Natural England I have put together a brief summary of what I understand to be the process .Please take a look and make any comments as soon as possible to Amanda so she can put the update in the papers for tonight .

i will try to speak to FC and NE before tomorrow to get an idea of timings etc as I am sure we will get questions around this and the need to refresh the WMP etc

"On 11th December 2024 Defra published the scheme preview guidance for the new Countryside Stewardship Higher Tier ("CSHT") offer ,land management actions and capital item details ,including payment rates .

On 12th December 2025 the Parish Council received notification from the Rural Payments Agency ("RPA") which forms part of Defra that the PC had been identified as having a Forestry Commission approved Woodland Management Plan ("WMP") .The WMP for Stubbs Wood was put in place in 2018 and expires in 2017 .

The PC is therefore eligible to receive CSHT pre-application advice ,which is a requirement for applying to CSHT grants .Applying for CSHT involves 4 principal steps

### **Step 1 Expression of interest .**

Applicants must confirm to the RPA that they are still interested in applying for grants . The PC responded prior to Christmas to confirm our interest in applying and this have been received by the RPA

### **Step 2 Review the CSHT scheme preview guidance and ensure that the correct contact details are lodged with the RPA .**

The scheme guidance clearly states that applicants must seek advice from the Forestry Commission and in the case of Stubbs Wood as a SSSI ,Natural England .The PC has initiated contact with both the Forestry Commission and Natural England .

### **Step 3 Complete the pre-application form .**

The PC understands that the RPA will forward a woodland improvement pre-application form in due course

In anticipation of the scheme guidance set out above the PC has contacted the relevant officers at both the Forestry Commission and Natural England to initiate a dialogue to ensure that any grants applied for fit within the existing and any future Woodland WMP and are realistically achievable given the nature of the terrain and the limited resources of the PC .The advice from both the Forestry Commission and Natural England is free and so far been very forthcoming .The PC will continue the established process to appoint a consultant to assist with the pre-application process and any revision of the WMP .The WMP has to be approved by the Forestry Commission prior to the pre-application submission .Associated felling licences can also be renewed by the Forestry commission at the same time .

### **Step 4 Complete the pre-application form**

The CSHT is a new scheme and timings are therefore uncertain .The PC will continue to update residents as new information becomes available and will consult as appropriate on the specific actions/grants to be applied for ."

kind regards

# SUNDRIDGE WITH IDE HILL PARISH COUNCIL

## Appendix B – Stubbs Wood Accounts

### Sundridge with Ide Hill Parish Council

#### Stubbs Wood

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
<b>2019/20</b>				
Other Income	200		11,438	11,420
<b>2020/21</b>				
RPA Grant	3,720	3,720	910	910
Other Income				
<b>2021/22</b>				
RPA Grant	3,720	3,720	4,864	4,864
Other Income	1,575			
<b>2022/23</b>				
RPA Grant	3,720	3,720	2,436	1,439
Other Income	1,326			
<b>2023/2024</b>				
RPA Grant	3,720	3,720	10,252	10,069
Other Income	600			
	<b>18,581.40</b>	<b>14,880.00</b>	<b>29,900</b>	<b>28,702</b>
EA Grant		15,000.00		
Total Ring Fenced Income		<u>29,880.00</u>		
Ring fenced income		29,880.00		
less payments		<u>-28,702.00</u>		
<b>Ring fenced income c/f to 2024/25</b>		<b>1,178.00</b>		

#### Stubbs Wood Budget @ 31 March 2025

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
Carried f/wd from 2023/24		1,178.00		
<b>2024/245</b>				
RPA Grant	4,724		5,399	5,399
Other Income	200			
	<u>4,924</u>	<u>1,178.00</u>	<u>5,399</u>	<u>5,399</u>
Ring fenced income		4,724.00		
c/f ring fenced income		1,178.00		
less ring fenced payments		<u>-5,399.00</u>		
<b>Ring fenced income c/f to 25/26</b>		<b>503.00</b>		

#### Stubbs Wood Budget @ 31December 2025

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
Carried f/wd from 2024/25		503.00		
Payments to 31 December 2025	200		1,259	
Receipts to 31 December 2025				
	<u>200</u>	<u>503.00</u>	<u>1,259</u>	
In budget from Parish Council	3,000.00			
Transfer from Reserves (October 2025)	3,000.00			
Plus c/f	<u>703</u>			
	6,703.00			
Less payments	<u>-1259</u>			
	<b>£5,444.00</b>			