

**Minutes of Full Council Meeting held on Monday 30 March 2026
at Sundridge Village Hall at 7.45pm**

Present: Cllrs Allgood, Banbrook, Coles, Collins, De Bono, Evans (Chair), Fribbens, Manley, Maybury, Powell and Wilson

Apologies: Cllr Nigel Williams (County), Cllrs Sandra Robinson and Michelle Alger (District)

Attendance: 4 members of the public (in part) and Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr Nigel Williams (County) and Cllrs Sandra Robinson and Michelle Alger (District)

All Members were present. Members welcomed Cllr Collins who was returning from maternity leave.

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. **Report from County Councillor**

Cllr Nigel Williams had given his apologies.

4. **Report from District Councillor**

Cllr Alger was unable to attend the meeting and sent an update at Appendix A.

Cllr Robinson was unable to attend and had sent Members some information about a JTB in a neighbouring Parish.

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

The Chairman advised the meeting of Standing Order 3 d, e, f, g and h.

- Richard Don questioned Members as to whether they were in a position to make a decision on Stubbs Wood.
- Dominic Rossi requested approval of some equipment that the volunteers wished to purchase.

6. 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 Item 10.1 (in part) in confidence.

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 23 February 2026.

Members resolved to agree the minutes of the meeting held on 23 February 2026.

8. **To take Matters arising** from the Minutes where these are not covered under the subject headings below

None.

Members agreed to take the Agenda items in the following order:

10. Ide Hill

- 10.1 To discuss and agree, if appropriate, next actions and allocation of finance with regard to the following

10.1.1 The future of Stubbs Wood

Cllr Manley gave a synopsis of the current situation and she explained that the Parish Council now have 3 options for Stubbs Wood. The options are as follows:

- Sell (and its implications, pros and cons)
- Keep it and engage a professional manager/consultant
- Keep it and manage it ourselves without external assistance

Members had agreed at Agenda Item 6.0 to have their discussions on the above options in confidence.

10.1.2 Tree Survey and subsequent work required.

Members noted the receipt of the tree survey and the quote to carry out the work.

It was agreed that Members will meet with volunteers and agree which trees could be dealt with by the volunteers.

The Members agreed that all the trees highlighted as High Priority will be dealt with in 3 months either by the volunteers or by appointing a contractor.

10.1.3 Stubbs Wood volunteer equipment

Members resolved to agree the following expenses for Stubbs Wood:

- | | |
|---|------------|
| - A tow hitch for the Kubota tractor | £120 -£150 |
| - 2 silky blades | £40 each |
| - Hire of a stump grinder for a weekend | £250 |

The Clerk advised that she is awaiting to hear from the insurance company about the Kubota tractor. The volunteers confirmed that the tractor only travels 100m on the road.

10.1.4 Community meeting and objectives

Cllr Fribbens advised that the Ide Hill Members would like to discuss the 3 proposals put forward at the Strategic Day.

Members resolved that the Community Event should be held on Wednesday 13 May 2026 in Ide Hill and that the above proposals would be included for discussion:

- Traffic Safety and Kerbing/Planter proposals
- Stubbs Wood
- Multi Use Games Area

10.2 To note the following:

10.2.1 Abandoned vehicle

The Clerk advised that the abandoned vehicle on the recreation ground will be removed on 7 April 2026.

UKPN Access to the Green

Members resolved that the Clerk should inform UKPN that the Parish Council would agree to sign the Land Access Form (without change) only if the Council's solicitor review the form at a cost of up to £2,000 and that the solicitor should also draft a letter to UKPN requesting that the Green should be put back.

9. Finance, Personnel & Governance items

9.1 To agree the items received, paid and payable

Members resolved to add Cllr Helen Wilson as a signatory of the bank account and thus she will also become a member of the Sundridge with Ide Hill Parish Council Finance & Personnel Committee.

Members resolved to agree the items received and payable as at Appendix B. Members resolved to agree all payments for 31 March 2026 as at Appendix B except the invoice for Maydencroft. Members instructed the Clerk not to pay the invoice until further investigations had taken place.

9.2 To discuss the schedule of meetings for Full Council and Committees

Members did not want to change the schedule.

9.3 To consider a request for a grant from the Sevenoaks Men's Shed

Members resolved to award a grant of £200.

9.4 To discuss feedback from the Strategic Day and agree on the proposals put forward

Members agreed that the day was extremely successful and thanked Cllr Allgood for her excellent organisation of the day.

9.5 To agree, if appropriate, the following policies:

Members resolved to agree the following policies.

- Standing Orders
- Financial Regulations

Members agreed that Point 4 in the Financial Regulations should be discussed and raised, if appropriate, at the Finance & Personnel Committee.

- Risk Management (including Statement of Internal Control)
- Code of Conduct

11. Sundridge

11.1 To receive an update on the following assets in Sundridge

11.1.1 Sundridge Village Hall

Cllr Wilson gave an update at the meeting about the items for the hall.

Cllr Wilson advised that the neighbouring property has cut the hedge and put the cuttings in the car park. **It was agreed that the Clerk should write to the neighbour to ask them to remove their waste.**

11.1.2 Bowsers Meadow

It was noted that the new contractor will take over the cutting of the grass from 1 April 2026.

11.1.3 Coronation Gardens

Members agreed that the White Horse Pub could use Coronation Gardens to serve drinks in plastic cups. Members noted that they were fully supportive of the new owners and wished them well in their new venture.

11.2 To discuss a request for the hire of Sundridge Recreation Ground from Tatsfield Rovers

Members regretted that they were unable to help as there was no pitch availability.

11.3 To discuss and agree, if appropriate, holding the Community Engagement event at the Annual Parish meeting and agree, if appropriate, any additional costs and proposals for the meeting.

Members agreed to hold a community event at a later date to discuss the following proposals:

Members resolved that the proposals for Sundridge were:

- **Renovation of the Village Hall**
- **Planters and baskets for Sundridge Village and for Ide Hill Village**
- **Appointment of a company to carry out a traffic/parking survey**
- **Renovation of the pavilion and recreation ground**

12. General Items

To receive an update and make any decisions regarding allocation of funds and next actions, if appropriate.

12.1 Streetlighting

12.1 To note the increase in the 2026/27 Streetlights Maintenance Contract

Members noted the increase.

Members resolved to agree the repairs to column 36 in Church Road at £375.

12.2 Highways

12.2.1 Meeting with Kent Highways

Members had a good meeting with Kent Highways and the items discussed will be put on the Highways Improvement Plan (HIP).

12.3 Correspondence

12.3.1 Local Government Reorganisation Update

Noted.

13. Dates of next meetings

13.1 To agree the dates of the next meetings of the Parish Council

Members resolved that the dates for the following meetings should be as at Appendix C.

The date for the next meeting is on Wednesday 27 April 2026.

Item discussed in confidence:

10. Ide Hill

10.1 To discuss and agree, if appropriate, next actions and allocation of finance with regard to the following

10.1.1 The future of Stubbs Wood

- Sell (and its implications, pros and cons)
- Keep it and engage a professional manager/consultant
- Keep it and manage it ourselves without external assistance

Members resolved in the majority that they would look into various options of disposing of Stubbs Wood. Members unanimously agreed that they were very keen to stress that any decision would not be made without consultation with residents.

Appendix A

From: Cllr Alger, Michelle <cllr.alger@sevenoaks.gov.uk>
Sent: 30 March 2026 11:57
To: Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>
Subject: Re: Full Council Meeting - 30 March 2026

Hi Amanda

Apologies, I need to work this evening, but alas, I have made a report for you on waste! See attached. A couple of additional points.

I am chasing the portfolio holder (Cllr Roy) for updates on the green bags, and what will be done with them from a financial and environmental perspective.

Also for a solution for residents for their existing wheelie bins, again with regards to finance and environment.

Have a very happy and restful Easter.

Michelle

Cllr Michelle Alger

Waste Transition Project – Key Updates from Cleaner and Greener Committee

- Council is on track to begin **weekly food waste collections from 27 April 2026**
- Progress so far:
 - Vehicles delivered
 - Recruitment of operators ongoing
 - Container (caddy) manufacture started
 - Digital systems in development, including:
 - In-cab reporting tools for collection crews
 - Collection round design systems
 - Resident reporting tools (missed collections, assisted collections)
- **Alternate-week (fortnightly) collections** transition:
 - On schedule for **October 2026 implementation**
 - Community engagement materials in preparation
 - Current focus is on food waste messaging

Communal & Hard-to-Reach Collections

- Communal food waste collections planned in some areas (where needed)
- Not launching in April due to:
 - High resource requirements
 - Ongoing work to ensure storage is suitable and visually acceptable
- Council monitoring national approaches for:
 - Flats above shops
 - Conservation areas
 - Other hard-to-reach properties

Communications & Public Engagement

- Campaign based on earlier committee feedback (Dec 2025)
- Key initiatives:
 - School competition to name food waste trucks – Cllr Bulford-Lillie initiative
 - Public roadshows demonstrating caddy use – would you like a demo?
 - Positive engagement from schools – Cllr Alger initiative
- Communication materials:
 - Visual identity guide completed
 - **InShape magazine (Spring edition):**
 - Distributed 23–27 March
 - Includes:

- Food waste process explanation
 - Service changes
 - Missed collection reporting
 - Assisted collection info
 - Social media campaign:
 - Over **121,000 engagements**
 - Leaflets (delivered with caddies):
 - How to use caddies
 - Collection start dates
 - What can/can't be disposed of
 - Assisted collection info
 - New online tool:
 - "Where's My Caddy" tracker
 - Caddies include embossed guidance on correct usage
 - Similar guidance may be added to wheelie bins
-

Communication Strategy Notes

- Some messaging tailored for flats and hard-to-serve properties
 - May require further **bespoke communications** for specific communities
 - Waste reduction messaging planned for future phases
 - Collaboration with KCC Behaviour Change team to improve participation
-

Operational Challenges & Responses

Private Wheelie Bins

- Council will **not collect or dispose of private bins** due to:
 - Resource limitations
 - Storage and processing constraints
- Private bins cannot be used in new system due to inconsistent sizes/materials

Reusable Recycling Sacks

- Not part of the new system
 - Options being explored:
 - Reuse opportunities
 - Recycling (if properly segregated)
-

Resident Considerations

- No limit on wheelie bin distribution
 - For residents without space:
 - **Black sacks likely alternative**
 - **Side waste policy:**
 - Bags placed beside bins will **not be collected**
 - Enforced via in-cab reporting by crews
 - Policy has been consistently communicated
 - Behaviour adjustment expected:
 - Typically takes **3–4 collection cycles** for residents to adapt
-

Monitoring & Data

- Collection performance monitored:
 - Weekly and monthly
- Data used to:
 - Identify issues
 - Target communications
- Waste data:
 - Reported quarterly via WasteDataFlow
 - Reviewed with KCC (disposal authority)
- Expectation:
 - Increase in food waste collection rates after full rollout

Appendix B

RECEIPTS LIST 14 February to 30 March 2026

| Code | Date | Description | Supplier | | Total | |
|----------------------|------------|-------------------|------------------|---|-----------------|-----------------|
| Income Nayax | 13/02/2026 | Toilet Door Inco | Nayax Europe UAB | X | 221.86 | 221.86 |
| Income Boogie Bounce | 06/03/2026 | Village Hall Hire | Boogie Bounce | X | 828.00 | 828.00 |
| Income Nayax | 13/03/2026 | Toilet Door Inco | Nayax Europe UAB | X | 163.11 | 163.11 |
| Total | | | | | 1,212.97 | 1,212.97 |

PAYMENTS LIST 24 FEBRUARY TO 30 MARCH 2026

| Code | Date | Description | Supplier | | Total | | |
|------------------------------|------------|--|-------------------------|---|----------|--------|----------|
| Travel Expenses | 24/02/2026 | Mileage | Mrs A C Barlow | X | 51.30 | 51.30 | |
| Supplies for meetings | 24/02/2026 | Coffee and Biscuits | Mrs A C Barlow | X | 12.30 | 12.30 | |
| Stationery | 24/02/2026 | Paper | Mrs A C Barlow | S | 19.12 | 3.83 | 22.95 |
| Energy Costs | 24/02/2026 | Streetlighting Electricity Jan to March 25 | NPower | S | 1,864.27 | 372.85 | 2,237.12 |
| Energy Costs | 24/02/2026 | Electricity - Rec | NPower | L | 180.21 | 9.01 | 189.22 |
| General Costs | 24/02/2026 | Groundworks at Stubbs Wood | Four Elms Groundworks | X | 675.00 | | 675.00 |
| Conveniences energy costs | 24/02/2026 | Electricity - toilets | EDF Energy | L | 108.27 | 5.41 | 113.68 |
| Damage from Hirers | 24/02/2026 | Replacement window following party at hall | Sevenoaks Glazing | S | 130.00 | 26.00 | 156.00 |
| Parish Zoom account | 11/03/2026 | Zoom | Mrs A C Barlow | S | 11.99 | 2.40 | 14.39 |
| Parish WiFi (Clerk) | 11/03/2026 | WiFi | Mrs A C Barlow | X | 10.00 | | 10.00 |
| Parish mobile telephone | 11/03/2026 | Mobile | Mrs A C Barlow | S | 19.79 | 3.96 | 23.75 |
| Email address hosting charge | 11/03/2026 | Email hosting | Vision ICT | S | 20.00 | 4.00 | 24.00 |
| Photocopier and photocopying | 11/03/2026 | Photocopier | KCC | S | 59.60 | 11.92 | 71.52 |
| General Costs | 11/03/2026 | Hire of machinery for Stubbs Wood | Vantage Hire | S | 317.50 | 63.50 | 381.00 |
| Electricity and Gas | 11/03/2026 | Gas Bill Hall | British Gas | L | 599.38 | 29.97 | 629.35 |
| Electricity and Gas | 11/03/2026 | Electricity Hall | British Gas | L | 112.83 | 5.64 | 118.47 |
| Volunteer Expenses | 11/03/2026 | Fuel and Oil for Stubbs Wood | Dominic Rossi | X | 16.87 | | 16.87 |
| Conveniences supplies | 11/03/2026 | Toilet supplies | Goldservice | S | 95.92 | 19.19 | 115.11 |
| Training | 12/03/2026 | Catering | Lilia s kitchen LTD | S | 159.50 | 31.90 | 191.40 |
| Volunteer Expenses | 12/03/2026 | Volunteer expenses | Dominic Rossi | X | 32.48 | | 32.48 |
| Tree Survey | 13/03/2026 | Tree Survey | All Angles Tree Care | S | 1,200.00 | 240.00 | 1,440.00 |
| Cleaning | 20/03/2026 | Cleaning | Val & Sander Reytenbach | X | 180.00 | | 180.00 |
| Conveniences cleaning | 20/03/2026 | Cleaning | Val & Sander Reytenbach | X | 500.00 | | 500.00 |
| Travel Expenses | 31/03/2026 | Mileage | Mrs A C Barlow | X | 48.60 | | 48.60 |

PAYMENTS LIST FOR 31 MARCH 2026

| Code | Date | Description | Supplier | | Total | | |
|---------------------------|------------|-----------------------------|-------------------------|---|-----------------|---------------|-----------------|
| Chairman's Expenses | 30/03/2026 | Gift for Cllr Allgood | Mrs A C Barlow | S | 25.83 | 5.17 | 31.00 |
| Supplies for meetings | 30/03/2026 | Coffee and Biscuits | Mrs A C Barlow | X | 24.85 | | 24.85 |
| Travel Expenses | 30/03/2026 | Mileage | Mrs A C Barlow | X | 70.65 | | 70.65 |
| Energy Costs | 30/03/2026 | Electricity - Rec | EDF Energy | L | 157.45 | 7.87 | 165.32 |
| Electricity and Gas | 30/03/2026 | Gas - Hall | British Gas | L | 172.38 | 8.62 | 181.00 |
| Electricity and Gas | 30/03/2026 | Electricity Hall | British Gas | L | 121.39 | 6.07 | 127.46 |
| Maintenance | 30/03/2026 | New Light for hall cupboard | Cllr Helen Wilson | S | 14.99 | 3.00 | 17.99 |
| Professional Services | 30/03/2026 | Stubbs Wood consultancy | Maydencroft | S | 680.00 | 136.00 | 816.00 |
| Dog Bins | 30/03/2026 | Emptying dog bins | Sevenoaks District Coui | S | 546.00 | 109.20 | 655.20 |
| Conveniences energy costs | 30/03/2026 | Electricity - toilets | EDF Energy | L | 81.30 | 4.06 | 85.36 |
| Renovations | 30/03/2026 | Renovations Hall | Banbrook Handyman ar | X | 232.00 | | 232.00 |
| Travel Expenses | 31/03/2026 | Mileage | Mrs A C Barlow | X | 48.60 | | 48.60 |
| Total | | | | | 2,175.44 | 279.99 | 2,455.43 |

Appendix C**Sundridge with Ide Hill Parish Council****Meeting Schedule for 2026**

| | | | |
|---------------|--------------------|-------------|---|
| <i>Monday</i> | <i>26 January</i> | <i>2026</i> | |
| <i>Monday</i> | <i>23 February</i> | <i>2026</i> | |
| <i>Monday</i> | <i>30 March</i> | <i>2026</i> | |
| Monday | 20 April | 2026 | Finance & Personnel Committee at 7.15pm Sundridge Village Hall |
| Tuesday | 22 April | 2026 | Ide Hill Amenities Committee at 6.30pm Ide Hill Village Hall |
| Monday | 27 April | 2026 | Full Council Meeting at 7.30pm Sundridge Village Hall |
| Wednesday | 13 May | 2026 | Ide Hill Community Event at 6.00pm Ide Hill Village Hall |
| Monday | 18 May | 2026 | Annual Council Meeting at 7.30pm (Election of Chairman, Vice Chairman and membership of Committees) Sundridge Village Hall |
| Wednesday | 20 May | 2026 | Annual Parish Meeting at 7pm Social Club Followed by refreshments |
| Monday | 22 June | 2026 | Full Council Meeting at 7.30pm Sundridge Village Hall |
| Saturday | 27 June | 2026 | Summer walk Ide Hill Details to be confirmed |
| Monday | 27 July | 2026 | Full Council Meeting at 7.30pm Sundridge Village Hall |
| Monday | 28 September | 2026 | Full Council Meeting at 7.30pm Sundridge Village Hall |
| Monday | 26 October | 2026 | Full Council Meeting at 7.30pm Sundridge Village Hall |
| Monday | 30 November | 2026 | Full Council Meeting at 7.30pm Sundridge Village Hall |
| Monday | 7 December | 2026 | Full Council Meeting at 7.00pm (urgent items only) Ide Hill Village Hall |

DRAFT