Minutes of Full Council Meeting held on Monday 27 April 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: **None**

Attendance: 40 members of the public (in part) and Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting and read the following statement:

The Members and the Clerk of Sundridge with Ide Hill Parish Council warmly welcome you to this Full Council Meeting at Sundridge Village Hall.

This meeting will be conducted in accordance with the Parish Council's Standing Orders.

The public forum will be conducted under Standing Order 3, which provides that:

- Members of the public may speak for no more than five minutes; and
- Questions raised do not require a response at the meeting, nor do they initiate a debate.

Please note that any comments made and questions raised will be recorded in a public document.

Members will be considering several items in confidence. A written statement will be issued following the meeting by Thursday 30 April.

To ensure that everyone has a fair opportunity to contribute, we kindly ask that members of the public speak only once and keep their remarks concise. We also ask that all contributions are made respectfully and with appropriate language. The use of racist, discriminatory, or otherwise offensive language will not be tolerated.

We would like to invite all residents to our Annual Parish Meeting on Wednesday 20 May 2026 at 7pm in the Sundridge & Brasted Club.

Thank you for your cooperation, and for attending this evening.

1. To receive apologies and reasons for absence.

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

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 Williams could not be at the meeting, Cllr Evans read out a statement from him and it is attached at Appendix A.

4. Report from District Councillor

None.

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.

   There was a very extended public open session. Residents asked questions about the processes of the Parish Council, the reasons and decisions around the sale of the Sundridge Reserve Burial Ground and the possible disposal of Stubbs Wood.

   Members resolved to publish a statement addressing all the issues raised by Thursday 30 April 2026. This Statement was subsequently published and copy is attached at Appendix B.

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 Items (in part) 9.4 and 10.3 in confidence.

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 30 March and 13 April 2026.

   Members resolved to agree the minutes of the meetings held on 30 March and 13 April 2026.

Cllr Allgood put forward a proposal given the time and nature of the public forum Members should deal with only the following urgent Agenda Items and all other items should be deferred to the next meeting.

Members unanimously agreed to the proposal.

9.2

9.5

9.6

11.1

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

   None.

9. **Finance, Personnel & Governance items**

   9.1 To agree the items received, paid and payable

   Members resolved to agree the items received, paid and payable as at Appendix C.

   9.5 To agree the Reserves for 2026-27 and approve transfers to the budget for the following:

   9.5.1 Stubbs Wood

   Members resolved to agree a transfer of reserves of £6,000 to Stubbs Wood account.

   9.5.2 Sundridge Village Hall Trust

   Members resolved to agree a transfer of reserves of £12,000 to the Village Hall Trust.

   9.6 To agree, if appropriate, forming a new Committee to manage Stubbs Wood and to agree the membership and Terms of Reference of the Stubbs Wood Committee

   Members resolved to agree to form the Stubbs Wood Committee and agreed the initial Terms of Reference. The final Terms of Reference will be agreed at the Annual Council Meeting on 18 May 2026.

10. Sundridge

11.1 To note the current renovations taking place at the Village Hall and to approve further improvements, if appropriate.

Cllr Wilson gave an update and her report is included at Appendix D.

Members agreed that Cllr Wilson should go ahead with preparing quotes for the May meeting.

13. Dates of next meetings

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

The dates of the meeting are attached at Appendix E.

Appendix A – Statement from Cllr Nigel Wiliams (District and County)

Dear all,
Please accept my apologies for not being able to attend your meeting today but I have to attend Chevening Annual Parish meeting, which is scheduled at the same time (I am the outgoing Chair and so will hand over the Baton).

I would, however, like to mention via the Chair, three issues which are close to my heart and effect Sundridge and Ide Hill.

- **Stubbs Wood.** It is my opinion that Stubbs Wood must stay as it is, a a haven for nature and a place of important amenity for the Parishioners of Sundridge and Ide Hill. I think it is time to asses amongst ourselves as to how we can keep it safely within our care. I am sitting down with Laura Trott MP MBE to discuss how we can provide tangible help to you. Why not put some ideas on paper and send them to me. Maybe an idea would be to protect it under charitable status, with funds to help with its upkeep.Whatever course of action we take... (actions always speak louder than words)...Stubbs Wood stays as Stubbs Wood.
- **Traveller site issues in our Parish.** We are all very aware of the issues that have arisen in land opposite Penn Lane. The SDC have issued several legally binding orders against the unauthorised use of the land and I know the officers are working hard to produce an outcome that is acceptable under the specific laws governing this. I have been working hard for my constituents since day one and will not stop until we have a resolution. We must remember though to be patient and understand that everybody has their rights under the law...I am the Portfolio Holder for Planning and Infrastructure and am responsible for plan 2042 I am not responsible for the previous plan that was rejected on technical issues by the Inspectors but I see the urgency of us passing this new plan. We need a structure in place that addresses pitch numbers in the coming years...
  Despite certain comments from unhelpful sources that Plan 2042 will not provide adequate pitches, **The SDC, through Plan 2042 absolutely intends to meet the full need to stop speculative sites being established.**
- Please see below a helpful document explaining Gypsy and Traveller Need. The lack of a local plan before my time has not helped matters up to the proposed launch of plan 2042, but rest assured as always, I'm here to help and will not stop seeking resolutions to these issues.
- **Speeding along the A25**...This has been a thorn in our sides for years and is getting worse and worse... I, with the help of Laura Trott will not let up in our efforts to resolve this. I have a meeting scheduled with Matthew Scott our Police Commissioner scheduled for early may and will report back to you all.

Appendix B – Statement issued by the Parish Council on 30 April 2026 following issues raised in the public forum of the meeting.

Statement by the Parish Council following the Ide Hill Amenities Committee Meeting held on Tuesday 21 April 2026 and the Full Council Meeting held on Monday 27 April 2026

Sundridge with Ide Hill Parish Council (the Council) issues the following statement in response to the questions, comments, and concerns raised by members of the public during the Public Forum of the Ide Hill Amenities Committee on 21 April 2026 and the Full Council meeting on 27 April 2026 and via email to the Clerk.

The Parish Council would like to thank all those who attended recent meetings and contributed by raising questions, concerns, and suggestions. Constructive engagement from residents is valued and plays an important role in supporting the work of the Council.

However, it is unacceptable for Members, who serve the community on a voluntary basis, and the Clerk, as a Council employee, to be subjected to continual abuse or vitriolic criticism from members of the public. Parish Councillors give their time freely and work diligently for the benefit of residents and the parish as a whole.

The Parish Council stands by its decision to proceed with the sale of the Sundridge Reserve Burial Ground by auction. As set out in the statement issued in April 2026 (attached at Appendix A), the Council has demonstrated its commitment to openness and transparency, and has confirmed that all necessary checks and procedures were properly undertaken. All Members are bound by the Code of Conduct and are required to comply with the Equality Act. The Council does not discriminate against any residents and considers some of the comments made to be inappropriate and distasteful.

The Parish Council will not be making any further comment regarding the sale of the Sundridge Reserve Burial Ground. Any further complaints must be submitted through the Council's formal complaints procedure.

The Council has taken on board feedback regarding community engagement and has agreed a number of additional steps to strengthen communication and involvement with residents, as outlined in this statement.

This statement also includes details of the proposed process relating to Stubbs Wood, including an indicative timetable of meetings.

The Council remains committed to acting transparently, lawfully, and in the best interests of the parish as a whole.

The Parish Council

Sundridge with Ide Hill Parish Council is comprised of 11 Members, 4 from the Ide Hill ward and 7 from the Sundridge ward. Elections were held in May 2023 and 9 Members were elected. There were 2 vacancies, one for the Ide Hill ward and one for the Sundridge ward. These were filled by co-option under the guidance of Sevenoaks District Council and current legislation. Following resignations, subsequent vacancies were also filled by co-option. The Parish Council currently has no vacancies. It will be dissolved in May 2027 and, following elections, a new Council will be formed.

Agenda

- Agenda and meeting notices must be issued at least 3 clear days before meetings and be publicly available (on the website).
- The Parish Council publish the Agenda on the website and will also share it on their social media pages and those of the community.

Minutes

Minutes are a record of decisions taken, not discussions held.

They should:

- Be clear, concise and factual, in line with the guidance of Arnold Baker, Local Council Administration
- Record what was done, not what was said
- Include:
    - The resolution (decision made)
    - Attendance (present and absent)
    - Declarations of interest
    - Any necessary procedural facts (e.g. recorded votes where required)

They should not:

- Be a verbatim record, transcript, or narrative account
- Include lengthy discussions or arguments
- Record individual opinions (unless formally required, e.g. a recorded vote)
- Contain informal commentary or interpretation

Publication of Minutes

- The Parish Council will publish draft minutes on its website within 7 days of the meeting.
- Approved minutes will be published on the website within 7 days of the meeting at which they are formally agreed.

How a Parish Council Operates

- Decisions are made by formal resolutions at properly convened meetings
- Councillors debate and then vote, with decisions determined by a majority of those present and voting
- A meeting must be quorate (minimum number of councillors present) for decisions to be valid
- Each councillor has one vote; the Chair may have a casting vote in the event of a tie
- Councillors must declare interests and may be prevented from voting where a conflict exists
- Only business included on the published agenda can be lawfully decided
- Decisions take immediate effect once a resolution is passed (not dependent on minutes being approved)

Community Engagement

Role of Community Engagement

- Public views are valuable and influential, but are not determinative in decision-making.
- Engagement (e.g. consultations and public participation sessions) should take place before or alongside the decision-making process.
- All community input will be considered fairly, with councillors retaining responsibility to exercise their own judgement when reaching decisions.

Publicity of Meetings and Events

- The Parish Council complies with all relevant legislation regarding the publication of agenda and minutes.
- The Council will endeavour to publicise all meetings and events via its website and social media channels.
- Special meetings and events will also be advertised on Parish notice boards:
    - Ide Hill (Village Hall wall)
    - Sundridge (by the bus stop)

Engagement Initiatives

- The Parish Council will hold community engagement events in both Ide Hill and Sundridge to gather residents' views on emerging strategic plans and ideas.
- A Parish newsletter will be delivered to every household, providing information about the Council and offering the option to sign up for email updates.
- The Council will maintain an email database for residents who wish to receive communications.
- In addition to its Facebook presence, the Council will establish an Instagram page to further engage with the community.
- The Parish Council is exploring a range of options to significantly improve the website, with the aim of making it more user-friendly, accessible, and effective for residents.

Transparency and Openness

The Parish Council is committed to operating in a transparent, open, and accountable manner at all times.

- All Full Council and Committee meetings are open to the public, in accordance with the Public Bodies (Admission to Meetings) Act 1960
- Residents are warmly encouraged to attend all meetings
- Members of the public are invited to participate in the Public Forum, in accordance with the Council's Standing Orders
- Financial transactions (excluding confidential staffing matters) are reported in the minutes of each meeting
- The Parish Council's accounts are prepared and audited in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 (as amended)
- The Council is subject to independent external audit and public inspection requirements
- Minutes of all past meetings are published on the Council's website
- Full agenda and supporting papers for each meeting are also published on the website.

Fixed Asset Register and Community Assets

The Parish Council maintains a comprehensive Fixed Asset Register, which records all assets owned or under its control. A copy is attached at Appendix A.

- The register is not solely an accounting tool; it also serves as a key governance document, identifying the Council's responsibilities and stewardship of community property.
- It supports transparency, insurance arrangements, and audit compliance.
- Community assets are generally recorded at nominal or historic cost.
- The Fixed Asset Register is not a valuation statement for accounting standards purposes, but a practical record used for governance, financial control, and insurance purposes.
- The Council's management of community assets is governed by a combination of legislation and legal principles, including the Local Government Act 1972, the Local Audit and Accountability Act 2014, relevant audit regulations, and trust law principles, depending on the nature of how the asset is held.

  General Power of Competence (GPC)

  Sundridge with Ide Hill Parish Council holds the General Power of Competence, conferred under the Localism Act 2011 and associated regulations, having met the statutory eligibility requirements:
- Electoral mandate condition: At least two-thirds of councillors were elected (rather than co-opted) at the time the resolution was passed
- Qualified clerk condition: The Clerk holds an appropriate recognised qualification, the Certificate in Local Council Administration (CiLCA).

  As a result, the Parish Council may rely on the General Power of Competence, allowing greater flexibility in how it acquires, holds, and manages community assets, subject always to existing statutory duties and legal constraints.

Stubbs Wood

There has been some misinformation circulating regarding the Parish Council and the future of Stubbs Wood.

The Parish Council want to reassure residents that Members are actively exploring the best ways to manage the woodland for the long-term benefit of our community, local wildlife, and the future prosperity of the woods.

Stubbs Wood Committee

At the Full Council meeting on Monday 27 April, Members agreed to establish a formal Stubbs Wood Committee as part of the Parish Council's committee structure.

The Stubbs Wood Committee will explore a range of options for the woodland's future, including a minimal intervention approach, as recommended by several residents, alongside other ideas and suggestions raised through recent public meetings and engagement.

The Committee will be formed of up to 6 Members of the Parish Council and up to 5 non-Councillor members of the Committee will be co-opted. Members of the public, residents and others with relevant expertise, are invited to put their names forward for consideration as members of the Committee. Please send an email to the Clerk including any details of relevant experience and/or expertise **by 5pm on the 8th May 2026**. Applicants should be prepared to sign the Code of Conduct and be available for committee meetings as directed by the Clerk.

It is recognised that there is a wealth of expertise in the Parish that may not be part the Committee. Members of the Committee will be required to consult with all interested parties to gather as much relevant information as possible to help inform the Committee make its recommendations for the future of Stubbs Wood.

Timetable

8 May 2026

Deadline to email the Clerk expressing an interest to join the Stubbs Wood Committee

18 May 2026

The membership of the Stubbs Wood Committee and its Terms of Reference will be formally agreed at the Parish Council's Annual General Meeting.

8/9/10 June 2026 (final date to be confirmed)

The inaugural Committee meeting will establish how the Committee will operate and address both the current management of Stubbs Wood and longer-term aspirations for its future stewardship.

3 July 2026

Community Engagement Event – Ide Hill Village Hall (6:00pm)

The Committee will present its initial ideas and seek comments and feedback from members of the public.

26 October 2026

The Committee will present its proposals to Full Council, covering both the ongoing management of Stubbs Wood and recommendations for its future direction.

Stubbs Wood Volunteers

The Parish Council continues to value the dedicated efforts of the Stubbs Wood Volunteers without whom the management of the woods would be significantly more difficult. The Committee will work with the Volunteers to ensure their efforts continue to enhance the woods.

Stubbs Wood Advisory Group

The Parish Council is very grateful for the continued interest, time, and expertise that SWAG (Stubbs Wood Advisory Group) has brought to discussions regarding the future of Stubbs Wood. Members value the group's local knowledge and the commitment shown by individuals who care deeply about the long-term sustainability of the woodland.

SWAG remains an informal advisory group. When the option was originally offered by the Parish Council, SWAG chose not to become a formal committee of the Council. As a result, the governance and decision-making responsibilities remain with the elected Members of the Parish Council, who must consider advice from a range of sources and ensure decisions are taken in accordance with proper process.

Following recent meetings with professional advisers, Members took the view that it was appropriate first to receive and consider technical and professional input before engaging in further detailed discussion with stakeholders, including SWAG and other residents. This approach is intended to ensure that any options considered are properly informed, balanced, and capable of being realistically assessed.

The Council is aware that there has been a misunderstanding in relation to the resolution passed at the meeting on 30 March, which has unfortunately led to some misinterpretation by members of SWAG. This appears to have resulted in the production of a paper which does not reflect the current stage of the Council's decision-making process. The Council regrets this misunderstanding and recognises that clearer communication could have helped avoid confusion.

Members are also concerned that the tone of some public comments and correspondence has at times been highly critical. While the Council fully accepts and welcomes scrutiny and challenge, it must also be recognised that all Councillors are volunteers who are seeking to act in good faith in the best interests of the community and in line with their statutory responsibilities, including the requirements of the woodland management plan. Personal criticism and hostile commentary are not conducive to constructive engagement and can impact willingness to engage openly in future discussions.

It is also important to clarify that the Public Forum at Parish Council meetings is intended as an opportunity for residents to raise issues and make representations to the Council. It is not designed as a formal question-and-answer or interrogation session of individual Members. The Council must ensure that all residents are given equal opportunity to raise matters of concern, not solely those relating to Stubbs Wood.

Looking forward, the Parish Council remains committed to working collaboratively with SWAG, other local organisations, and residents. The Council's clear intention is to ensure that all relevant expertise, local knowledge, and community views are properly considered in developing options for Stubbs Wood, with the shared aim of achieving the best possible long-term outcome for the woodland.

The Council will continue to ensure that all decisions are made transparently, lawfully, and in accordance with proper governance procedures, while maintaining an open and constructive dialogue with stakeholders as the process develops.

Appendix A

Statement by the Parish Council following the Extraordinary Council Meeting held on Monday 13 April 2026

Sundridge with Ide Hill Parish Council (the Council) issues the following statement in response to the questions, comments, and concerns raised by members of the public during the Public Forum of the Extraordinary Council Meeting held on 13 April 2026.

The Council welcomes public engagement and values the opportunity for residents to raise questions and express their views. The Council remains committed to ensuring that its actions are transparent, lawful, and undertaken in the best interests of the parish as a whole.

The Council would like to formally thank representatives from Kent County Council, Sevenoaks District Council, and Kent Police for attending the meeting. In particular, the Council acknowledges the contributions of District Councillors Nigel Williams, Michelle Alger and Sandra Robinson, together with Sgt Edwards and PC Wilson, for their diligence in addressing questions raised during the Public Forum.

Sevenoaks District Council – Planning Enforcement

Sevenoaks District Council is the statutory authority responsible for planning enforcement matters.

Councillor Nigel Williams advised the meeting that the works undertaken at the site in question are unauthorised and represent a breach of planning control, being contrary to both national and local planning policy. It was also clarified that, while such works constitute a breach of planning control, they are not, in themselves, a criminal offence.

It was confirmed that the current occupiers have owned the land since 17 October 2025, as recorded by HM Land Registry, following its purchase from the Parish Council.

District Councillors responded to a wide range of questions relating to the planning process, enforcement procedures, and the potential for an appeal. For clarity, the key points outlined by the District Council representatives are summarised below:

- A Temporary Stop Notice (TSN) was served on Tuesday 7 April 2026, requiring the immediate cessation of works on the site. The TSN is in force for 56 days until 2 June 2026, and in this time, SDC will continue to investigate the breach. There is no right of appeal against a TSN. A breach of the TSN is a criminal offence for which the maximum penalty is an unlimited fine, if in non-compliance.
- An Enforcement Notice was served on Friday 10 April 2026.
    - The Enforcement Notice sets out that the use of the land and the works undertaken without planning permission are in breach of planning control.
    - The landowners are required to undertake specified remedial actions within three months of the notice taking effect on 10 May 2026. These include, but are not limited to, ceasing residential use of the land and the removal of mobile homes.
    - The landowners have a statutory right of appeal against the Enforcement Notice.

Residents were strongly encouraged by District Councillors to refer to the dedicated section of the District Council's website, which is regularly updated and provides detailed information regarding the enforcement process. The website also enables residents to submit concerns, photographic evidence, and other relevant information directly to the enforcement team:

www.sevenoaks.gov.uk/churchroadsundridge

Kent Police

Representatives from Kent Police addressed concerns raised by residents regarding the policing of the movement of a large mobile home along Church Road on Sunday 5 April 2026 (Easter Sunday).

A number of residents expressed dissatisfaction with the perceived lack of police intervention and raised concerns regarding potential risks to property, road safety, and public safety.

Kent Police officers advised that the matter is currently under review. As this review is ongoing, they were unable to provide detailed comment at this stage.

Residents who have submitted complaints to the Police and Crime Commissioner, Matthew Scott, requested further responses.

Residents wishing to pursue complaints regarding policing are advised to do so directly through Kent Police via the appropriate complaints procedure.

Members of the Parish Council resolved, together with Councillor Nigel Williams, to seek a meeting with the Police and Crime Commissioner to discuss the issues raised and to explore how similar situations may be better managed in the future.

Parish Council Matters

During the Public Forum, Members and the Clerk received a number of questions, comments, and allegations. These have been carefully considered and are addressed below under the relevant headings.

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1. The Sale Process

(a) Transparency of the Sale Process and Receipt of Funds

The Parish Council does not accept the assertion that the decision to sell the Reserve Burial Ground, or the subsequent receipt of funds, lacked transparency.

The matter was considered at numerous public meetings and was clearly recorded in both agenda and minutes on 16 separate occasions over a period of approximately 24 months, from October 2023 to October 2025.

This included, but was not limited to, the following:

- **23 June 2025** – Agenda item:
  To discuss and agree, if appropriate, the sale of Sundridge Burial Ground by auction with Clive Emson Auctioneers.
  Resolved: That the Clerk instruct Clive Emson to sell the land at Church Road, Sundridge, Sevenoaks TN14 6AU at auction with a reserve price of £60,000.
- **28 July 2025** – Agenda item:
  To agree the next steps regarding the sale by auction.
  Resolved: To proceed with marketing arrangements, including the erection of a site board and the appointment of Warners Solicitors to act on behalf of the Parish Council.
  (It should be noted that the site board was repeatedly removed, and the Parish Council took steps to reinstate it on several occasions.)

- **20 October 2025** – Agenda item:
  To note the sale and consider any further action.
  Resolved: That Members note the completion of the sale on 16 October 2025, including confirmation of the sale price of £167,000 and receipt of funds via the Council's solicitors.

All decisions were taken at properly convened public meetings and recorded in accordance with statutory requirements.

(b) Sale by Auction

The Parish Council is bound by the provisions of the Local Government Act 1972, which requires that a council must not dispose of land except for the best consideration reasonably obtainable, unless specific consent is obtained.

Members gave careful consideration to the method of sale and concluded that sale by public auction represented the most appropriate means of achieving best value in an open and transparent manner.

A well-established and reputable auctioneer, Clive Emson Auctioneers, was appointed to undertake the sale, supported by independent legal advice from Warners Solicitors.

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2. Covenants and Restrictions

The Parish Council considered whether restrictive covenants should be imposed on the land and concluded that this would not be appropriate.

The land is situated within the Green Belt and National Landscape, meaning that any development would require planning permission and be subject to strict planning controls.

Furthermore, Members were advised that the inclusion of covenants would place responsibility for enforcement upon the Parish Council, potentially exposing it to significant legal costs and financial risk.

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3. Equality and Non-Discrimination

During the meeting, questions were raised regarding the identity or intentions of potential purchasers and whether the Council could have researched and exercised greater control over who acquired the land.

The Parish Council considers such suggestions to be inappropriate.

All Members are bound by a Code of Conduct and must comply with the Equality Act 2010. In particular, Members must treat all individuals with respect and must not act in a manner that could give rise to discrimination or a breach of equality duties.

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4. Professional Advice and Due Diligence

(a) Professional Advice

The Parish Council took appropriate and proportionate professional advice throughout the process.

- The Council is a member of the Kent Association of Local Councils, which provides access to legal guidance and professional support.
- Independent professional firms were appointed to manage the transaction.

- The Clerk holds the CiLCA qualification, enabling the Council to operate under the General Power of Competence provided by the Localism Act 2011.

(b) Due Diligence

Appropriate due diligence was undertaken by the Council's appointed professionals.

Written confirmation was received from Warners Solicitors on 29 September 2025 confirming that:

- The appointed auctioneers are a regulated business for money laundering purposes
- Required checks on the source of funds had been carried out
- No concerns were identified in relation to the transaction

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5. Potential Repurchase of Land

Members considered the suggestion that the Parish Council should seek to repurchase the land at the junction of Penn Lane and Church Road.

Members formally resolved that they would not pursue the acquisition of the land.

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6. Future of Other Parish Assets – Stubbs Wood

The Parish Council is currently considering the future of Stubbs Wood.

At the meeting held on 30 March 2026, 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**.**

A community engagement event is currently being arranged in Ide Hill. This event will provide residents with the opportunity to consider the proposals, ask questions, and express their views prior to any formal decision being made.

The Parish Council is unable to comment on the actions that future councils may take regarding Parish assets. The current Council will be dissolved, and a newly elected Council will assume office following the elections in May 2027.

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7. Financial Management and Allocation of Resources

(a) Reserves

Funds received from the sale of the burial ground are currently held within the Parish Council's reserve bank account.

These funds will be allocated as earmarked reserves in accordance with the Council's Reserves Policy. The allocation of reserves will be considered and agreed at the Parish Council meeting scheduled for 27 April 2026.

It should be noted that earmarked reserves may be reviewed and adjusted over time in response to changing circumstances; however, any such decisions will always be made at public meetings.

(b) Allocation of Resources

Members recently held a Strategy Day to consider potential future projects aimed at improving facilities and services within the parish.

A number of initial ideas were discussed. These proposals will be presented to residents through forthcoming community engagement events, enabling residents to provide feedback and help shape priorities.

No decisions regarding specific projects or expenditure will be taken outside of a formal Council meeting. All such matters will be clearly identified on published agendas, and residents are always welcome to attend and participate in the Public Forum.

Residents with specific project ideas are encouraged to contact the Parish Council for consideration.

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8. Publicity and Community Engagement

The Parish Council acknowledges concerns raised regarding access to information, particularly for residents who may not use digital platforms.

In response, Members have agreed to increase the use of parish noticeboards in Sundridge (by the bus stop) and Ide Hill (on the wall of the village hall) to ensure that key information is accessible to all residents.

The Council will also consider additional methods of communication, including the potential distribution of a parish newsletter via mail.

Statutory requirements in relation to the publication of agenda and minutes will continue to be met via the Parish Council website.

Closing Statement

The Parish Council would like to thank all residents who attended the meeting on 13 April 2026 and contributed to the discussion.

The Council remains committed to:

- operating in a lawful, transparent, and accountable manner
- treating all individuals with respect and fairness
- engaging constructively with residents and partner organisations

Residents requiring further information or assistance are encouraged to contact the Clerk.

Amanda Barlow

Clerk to Sundridge with Ide Hill Parish Council
clerk@sundridgewithidehill-pc.gov.uk

Appendix B

SUNDRIDGE WITH IDE HILL PARISH COUNCIL	
YEAR ENDED 31 MARCH 2026	
Fixed Assets Register	
Fixed Assets are defined as land, buildings and equipment with a significant value in relation to the cou	
financial activity. Community assets, which the Parish Council intends to hold in perpetuity and that	
have no determinable, finite life are included at a nominal value of £1.	
Insurance values are used for other assets. Street lights are not insured as repairs are covered by the	
Risk Management Earmarked Fund	
At 31 March 2026 the following assets were held:	
	2024/25
Freehold Land and Buildings	
Sundridge Pavilion	**211,076.00**
Sundridge and Brasted Social Club house (50 % ownership)	**127,500.00**
Well Heads	**10,000.00**
Vehicles and Equipment	
Office Equipment	**1,687.00**
Play Equipment includin new Goathurst Common play equipment	**217,476.00**
Steel Roller (omitted previously)	**2,143.00**
Brush cutter	**900.00**
Infrastructure Assets	
Bus shelters (2)	**22,140.00**
Village sign, Sundridge	**1,071.00**
Steel storage container	**1,103.00**
Notice boards (Sundridge and Ide Hill)	**2,650.00**
Metal shed for Village Hall	**879.00**
Community Assets	
Ide Hill Public Conveniences	**1.00**
Stubbs Wood	**1.00**
Bowsers Meadow (purchased 2005)	**5,000.00**
Coronation Gardens	**1.00**
Goathurst Common Rec Ground	**1.00**
Ide Hill Village Green	**1.00**
Ide Hill Recreation Ground	**1.00**
Ide Hill Scout Hut	**1.00**
Ide Hill Football Pavilion	**1.00**
Sundridge Recreation Ground	**1.00**
Sundridge Reserve Burial Ground (sold in October 2025)	**0.00**
Village sandstone cross and surrounding walls	**6,430.00**
Civic regalia - Chairmans badge of office	**536.00**
Total	**610,600.00**

Appendix C

PAYMENTS LIST TO BE MADE @ 28 APRIL 2026

Code	Description	Supplier					Total
Photocopier and photocopying	Photocopier	KCC		S	46.01	9.20	55.21
Travel Expenses	Mileage	Mrs A C Barlow		X	70.65		70.65
Supplies for meetings	Coffee and Biscuits	Mrs A C Barlow		X	16.07		16.07
Maintenance Contract	Streetlighting Contract 26-27 Payment 1 of 2	Streetlights		S	1,091.25	218.25	1,309.50
Scribe Accounting Software	Scribe Licence	Scribe		S	611.92	122.38	734.30
Maintenance	Maintenance Items for Village Hall	Cllr Helen Wilson		S	172.75	34.55	207.30
Maintenance	Fire extinguishers for Village Hall	Cllr Helen Wilson		S	180.95	36.19	217.14
Maintenance	General items for Village Hall	Cllr Helen Wilson		X	146.48		146.48
Energy Costs	Electricity - Rec	EDF Energy		L	168.82	8.44	177.26
Renovations	Plastering for Village Hall	Final Finish Plastering		S	681.00	136.20	817.20
Renovations	New Chairs and Tables for Village Hall	Huddle Furniture		S	2,696.00	539.20	3,235.20
Spring/Summer Event - Ide Hill	Artwork for Events Annual Parish Meeting and Summer Walk	Neil Powell		X	50.00		50.00
Annual Parish Meeting - Sundridge	Artwork for Events Annual Parish Meeting and Summer Walk	Neil Powell		X	50.00		50.00
			Total		**5,981.90**	**1,104.41**	**7,086.31**

27 April 2026 (2026-2027)

RECEIPTS LIST - 1 TO 27 APRIL 2026

Code	Date	Description	Supplier			Total
Income Casual	10/04/2026	Hall Hire	Hall Hire Casual	X	20.00	20.00
Income Nayax	15/04/2026	Toilet Door Income	Nayax Europe UAB	X	342.84	342.84
Income Dance School	20/04/2026	Dance hall hire	Judith Essex School of	X	1,005.69	1,005.69
			Total		**1,368.53**	**1,368.53**

PAYMENTS LIST - 1 to 27 APRIL 2026

Code	Date	Desciption	Supplier				Total
Subscriptions	01/04/2026	KALC Subscription 26-27	KALC	S	883.55	176.71	1,060.26
Parish mobile telephone	13/04/2026	Mobile	Mrs A C Barlow	S	19.79	3.96	23.75
Parish WiFi (Clerk)	13/04/2026	WiFi	Mrs A C Barlow	X	10.00		10.00
Parish Zoom account	13/04/2026	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
Supplies for meetings	13/04/2026	Cups for meeting	Mrs A C Barlow	S	8.32	1.67	9.99
Supplies for meetings	13/04/2026	Name cards for ECM	Mrs A C Barlow	S	9.00	1.80	10.80
Supplies for meetings	13/04/2026	Coffee, tea etc for ECM	Mrs A C Barlow	X	34.35		34.35
Hire of Ide Hill Village Hall	13/04/2026	Ide Hill Hall Hire	Ide Hill Village Hall Trust	X	72.00		72.00
Energy Costs	13/04/2026	Streetlighting Electricity Jan to Mar 26	NPower	S	2,393.48	478.70	2,872.18
Pavilion Maintenance	13/04/2026	Pavilion Basin Taps	Gas Safe Solutions	S	405.00	81.00	486.00
Conveniences energy costs	13/04/2026	Electricity Toilets	EDF Energy	L	68.83	3.44	72.27
Cleaning	20/04/2026	Cleaning	Val & Sander Reytenbach	X	180.00		180.00
Conveniences cleaning	20/04/2026	Cleaning	Val & Sander Reytenbach	X	500.00		500.00

Appendix D

Village Hall Refurbishment Update – Cllr Helen Wilson

Following a recent strategic planning session, Members agreed to begin refurbishment works on The Hall in order to explore and realise the building's full potential as a community asset. Early assessment indicates that a comprehensive refurbishment offers a strong opportunity to enhance the existing facility in a cost-effective and sustainable way, while retaining a well-used and familiar space for the parish. This approach will continue to be developed and presented for wider public consideration, with the aim of ensuring the final direction reflects the best long-term outcome for the community.

>

> Works to be funded from Reserves (essential items):

> - Flooring: Repairs to loose and missing parquet, followed by sanding and resealing

> - Kitchen: Installation of a basic, fully functional kitchen (including fridge/freezer and dishwasher)

> - General decorating: Internal redecoration to improve overall condition and usability

> - Acoustics: Installation of acoustic ceiling hangers to improve sound quality

> - IT projector: Provision of a basic projector to support meetings and community use

> - CCTV: Replacement of non-functioning front and rear cameras for security

> - Fire survey: Professional assessment to identify and address any fire safety requirements

>

> These items are considered essential to make the hall operational and suitable for regular community use.

>

> Works proposed via CIL funding (larger capital items):

> - Fire doors (kitchen): Upgrade to meet current safety standards

> - Toilets: Reconfiguration and modernisation

> - Side extension: Additional space for hall use and community storage

> - Disability access: Improvements to ensure accessibility compliance

> - Car park: Resurfacing and marking, including consideration of allocated resident spaces

> - Roof: Replacement, with potential inclusion of solar provision

> - Windows: Replacement double glazing

> - Electrics and plumbing: Full replacement to modern standards

>

> These works represent longer-term improvements and will be progressed through Community Infrastructure Levy (CIL) funding where appropriate.

>

> Financial Position:

Initial reserve funding has been approved, with the further essential works currently estimated at a ballpark of £20,000–£30,000. This figure remains indicative and subject to refinement as quotations are finalised and surveys completed. Any additional requirements identified (for example through the fire survey) will be addressed as necessary. Throughout, the priority will be to minimise costs while ensuring best value for money and a safe, usable facility.

At the meeting on 23 February 2026 the following resolution was made:

Members resolved to agree that £6,500 should be should be transferred from reserves to the Village Hall account to cover the cost of the following items.

- Curtains – £3,000
- Tables and chairs – £3,000
- Work to remove/replace notice board outside - £200
- Skip to remove rubbish £300

> Summary:

> The project is moving forward with a clear and structured approach: essential works to enable immediate use of the hall, alongside longer-term improvements funded separately. Further updates will be provided as costs are confirmed and works progress.

>

Appendix E

Sundridge with Ide Hill Parish Council

Meetings and Events 2026

Monday	*27 April*	*2026*	*Full Council Meeting at 7.30pm* *Sundridge Village Hall*
Wednesday	*13 May*	*2026*	*Sundridge Amenities Committee at 6.30pm* *Sundridge 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**	**Parish Council Summer Walk in Ide Hill**
Friday	**3 July**	**2026**	**Community Engagement Event** **Ide Hill Village Hall**
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