

**To: The Members of the Parish Council of Sundridge with Ide Hill** I hereby summon you to attend a Meeting of the Parish Council to be held remotely commencing at **7.00 p.m. on Monday 15 February 2021** to transact the undermentioned business.

Clerk *Amanda Barlow* 10 February 2021

- a) Residents are welcome to submit any comments by email or text or call the Clerk. These must be received by 5pm on Monday 15 February 2021.
- b) Please refer to the SWIH Remote Meeting Guidelines available on the website, the Facebook page or from the Clerk for further details on how to use Zoom and the procedure for attending Parish Council meetings remotely.

Amanda Barlow  
Clerk to Sundridge with Ide Hill Parish Council  
Tel: 07495 962372  
[www.sundridgewithidehill-pc.gov.uk](http://www.sundridgewithidehill-pc.gov.uk)

**Topic: SWIH Full Council Meeting**

Time: Feb 15, 2021 07:00 PM London

Join Zoom Meeting  
<https://us02web.zoom.us/j/85764219605>

Meeting ID: 857 6421 9605  
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Meeting ID: 857 6421 9605  
Find your local number: <https://us02web.zoom.us/j/85764219605>

## AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. To approve as a correct record the **Minutes** of the Parish Council meetings held on 18 January 2021
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
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.
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
7. **To elect a Vice Chair of the Parish Council, a Chair of the Amenities Committee and agree the Committee Structure and delegation of responsibilities**
8. **Finance items for noting and decision**
  - 8.1 To note the budget for 2020/21
  - 8.2 To note the bank statement
  - 8.3 To approve the items payable and paid
  - 8.4 To appoint an internal auditor
9. **Items for decision and allocation of resources if necessary.**
  - 9.1 To discuss and agree next actions with regard to accessibility and the website
  - 9.2 To agree the membership of the Sundridge & Brasted Club Social Club Working Party and next actions
  - 9.3 To discuss and agree next actions with regard to the Transparency Act 2015
  - 9.4 To discuss and agree the licenses for the hiring of Parish assets
  - 9.5 To discuss and agree the next actions with regard to the Ide Hill public conveniences
  - 9.6 To discuss and agree the next actions with regard to Sundridge recreation ground
  - 9.7 To agree, if appropriate, the Parish Council becoming members of Gatwick Area Conservation Campaign (GACC)
  - 9.8 To adopt minutes of the Planning Committee Meeting minutes of 1 February (not yet approved) 2021
  - 9.9 To agree a response to the Planning Application KCC/SE/0495/2018, Covers Quarry, Westerham
- 10.0 **Items for noting**
  - 10.1 **Amenities Committee**
    - 10.1.1 To note the minutes of the Amenities Committee meeting on 1 February 2021
    - 10.1.2 To note the Annual Inspection Reports
    - 10.1.3 Risk Assessments
  - 10.2 **Correspondence**
    - 10.2.1 To note general correspondence.
    - 10.2.2 Official complaint
    - 10.2.3 Mr & Mrs Paton
    - 10.2.4 Census Day – 21 March 2021
    - 10.2.5 Vision Zero: The Road Safety Strategy for Kent 2020 – 2026
    - 10.2.6 Post Office Limited – Sundridge – TN14 6ET
  - 10.3 **Operation London Bridge**
  - 10.4 **Meeting Dates**
    - 10.4.1 To note the dates of meetings for 2020/21 and 2021/22
11. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.
12. **Date of next meeting Monday 15 March 2021 (via zoom)**

Minutes of Full Council Meeting held on  
Monday 18 January 2020, 7.00 pm  
Remote meeting via Zoom

**Present:** Councillors Allgood, Baker, Banbrook, Darby, Evans (Chair), Jones, Maybury, Miller (in part), Nash and Powell

**Attendance:** Amanda Barlow (Clerk) and 0 members of the public

**Apologies:** None.

**Absent:** None.

***The meeting was preceded by an update from Julian Parkin, Chairman of the Sundridge Community Land Trust.***

1. To receive apologies and reasons for absence.

***None.***

***The Clerk advised that David Kempster has resigned as a Member of Sundridge with Ide Hill Parish Council.***

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. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meetings held on  
3.1 16 November 2020

***The minutes were signed as a true and accurate record.***

3.2 30 November 2020

***The minutes were signed as a true and accurate record.***

4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
***8.4 The Clerk advised that she is in discussion with Highways regarding various items including the lines at the village shop in Sundridge.***

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.  
***Mr Maybury gave some brief background information in response to questions from Members.***

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 that Agenda Item 8.7 should be discussed in confidence.***

7. **To co-opt a member to the Council following the vacancy arising as a result of Paulette Furse's decision to resign as a Councillor**

***Members unanimously resolved to co-opt Russell Maybury as a Member of Sundridge with Ide Hill Parish Council.***

8. **Finance items for noting and decision**

8.1 To agree the precept for 2021/22

***Members resolved to set the precept for 2021/22 at £65,000. (Action: Clerk)***

8.2 To note the budget for 2020/21

***Noted.***

8.3 To agree the budget for 2021/22

***Members resolved to agree the budget for 2021/22 as presented.***

8.4 To note the bank statement at 5 January 2021

***Noted.***

8.5 To agree the minutes of the Finance Committee meeting on 9 November 2020

***Members resolved to agree the Finance Committee meeting minutes of 9 November 2020.***

8.6 To note the minutes of the Finance & Personnel Committee meeting on 7 January 2021

***Noted.***

8.7 To agree the rates of hire for regular and casual users of Sundridge Village Hall and Sundridge Recreation Ground for 2021/22 and next steps regarding the licences for hirers

**Members resolved not to change the current rates for casual hire of Sundridge Village Hall and Sundridge Recreation Ground, the rates are on the website. Members unanimously resolved that the Clerk should advise the regular hirers of their current rates and licence position as agreed. Members agreed that a working party should be formed comprising Cllrs Nash, Jones and Baker to review the licences of all facilities and bring a proposal to the March Full Council meeting. (Action: Clerk, Cllrs Nash, Jones and Baker)**

8.8 To approve the items payable and paid

**Members resolved to agree items payable and paid at Appendix A.**

9. **Items for decision and allocation of resources if necessary.**

9.1 To discuss and agree next actions with regard to Streetlighting

**Members resolved to agree that poles 23 & 24 on the main road should be replaced with a pole with 5m Galvanised columns c/w SL8 LED lanterns at a cost of £2,350 + Vat.**

9.2 To discuss and agree next actions with regard to accessibility and the website

**Members resolved to agree that the website should have an accessibility statement and for the website to be checked at a cost of £85 plus VAT. (Action: Clerk)**

9.3 To discuss and agree next actions with regard to the security arrangements for Sundridge recreation ground and village hall

*Cllr Evans gave some information about the vandalism at Sundridge Recreation Ground. Cllr Darby confirmed that the security cameras had been installed at the Sundridge Village Hall. Members agreed that the Clerk and Cllr Darby should look at options for storage of the information from the cameras. Members agreed that the Clerk should draft a policy for the storage and access of information from the camera. Members agreed to look at the existing CCTV camera to see if it could be repaired and if it cannot be repaired Members resolved to locate a wildlife camera at the recreation ground. (Action: Clerk and Cllr Darby)*

9.4 To discuss and agree next actions with regard to putting a fixed barbeque on Coronation Gardens

**Members agreed that the Parish Council will consider further the possibility of a fixed barbeque after consulting with planning officer at Sevenoaks District Council and Cllr Darby would investigate the options. (Action: Cllr Jones and Darby)**

9.5 To agree the membership of the Sundridge & Brasted Social Club Working Party and next actions

**Members resolved to adopt the Sundridge & Brasted Social Club Working Party Terms of Reference. Members resolved to agree that the membership of the Sundridge & Brasted Social Club Working Party comprising Cllrs Banbrook, Darby and Nash.**

9.6 To discuss and agree next actions with regard to the Transparency Act 2015

**Members agreed that the first four items on the paper should be actioned within six months.**

9.7 To agree the membership of Committees

**Members resolved to agree the membership of the Committees and representatives as at Appendix B.**

9.8 To adopt minutes of the Planning Committee Meeting minutes of 16 November 2020, 7 December 2020 and 11 January (not yet approved) 2021

**Members resolved to adopt the minutes of the Planning Committee Meeting minutes of 16 November 2020, 7 December 2020 and 11 January (not yet approved) 2021.**

10.0 **Items for noting**

**10.1 Minutes of Committee Meetings**

10.1.1 To note the minutes of the Amenities Committee meeting on 7 December 2020

*Noted.*

**10.2 Correspondence**

10.2.1 To note general correspondence.

*Noted.*

10.2.2 KALC Community Award Schemes

*Noted. Members agreed to nominate Cllrs Banbrook, and Darby.*

10.2.3 Kent Police Parish Newsletter

*Noted.*

**10.3 Meeting Dates**

10.3.1 To note the dates of meetings for 2020/21

*Noted.*

10.3.2 To note the dates of meetings for 2021/22

*Noted.*

#### **10.4 The Great British Spring Clean**

*Noted.*

**11. Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.

*Members discussed a planning application at Chevening and agreed to respond as individuals as the Parish Council were not consulted on the application.*

**12. Date of next meeting Monday 15 February 2021 (via zoom)**

Appendix A

Cheque Payments up to 14 January 2021					
Cheque No	Payee	Details	Total Payable	VAT	Basic Amount
1198	Kent County Council	Photocopier charges Dec 2020	42.66	7.11	35.55
1199	Commercial Services	Grasscutting contract October and November	2,103.48	350.58	1,752.90
1200	All Angles Tree Care Ltd	Removal of dead trees at Stubss Wood	480.00	80.00	400.00
1201	SLCC	Clerk's membership to SLCC	234.00		234.00
1202	Kent County Council	Streetlighting ancillary works festive lighting	29.00		29.00
1203	EON	Streetlighting electricity Oct to Dec 2020	1,072.44		1,072.44
1204	EDF Energy	Monthly paymet for electricity Ide Hill toilets	79.67		79.67
1205	G Barlow	Clerk's salary	1,071.54		1,071.54
1206	A Barlow	Clerk's expenses	123.91		123.91
1207	Sevenoaks District Council	Dog bins Oct to Dec 2020	605.28	100.88	504.40
1208	Val & Sander Reytenbach	Cleaning Toilets (500) Hall (£60) Pavilion (40)	600.00		600.00
			6,441.98	538.57	5,903.41

<b>Amenities</b>	Vikki Allgood Don Baker Martin Darby Trevor Jones David Miller Steve Nash (Chair)
<b>Finance</b>	Vikki Allgood (Chair) Don Baker John Banbrook John Evans Russell Maybury Ann Powell
<b>Planning</b>	Vikki Allgood Don Baker Martin Darby John Evans Trevor Jones (Chair) Russell Maybury Ann Powell
<b>Working Parties</b>	<b>Sundridge and Brasted Social Club Working Party</b> John Banbrook Martin Darby Steve Nash
	<b>Ide Hill Public Conveniences Working Party</b> Don Baker Russell Maybury David Miller
	<b>Stubbs Wood Management Committee</b> Don Baker Russell Maybury David Miller

**Appointment of Members/Others to Areas of Responsibility:**

Affordable Housing	Trevor Jones
Burial Facilities and liaison with PCC	John Evans
Footpaths and Tree Warden	John Evans
Highways	John Evans/Vikki Allgood
Streetlighting	John Banbrook
Sundridge Recreation Ground	Steve Nash
Sundridge Village Hall	Clerk
Website Administrators	Vikki Allgood
Speedwatch Co-ordinators	John Evans/Steve Nash

**Appointment of Representatives of the Parish Council on Outside Bodies**

Gatwick	John Evans
Bough Beech Nature Reserve Management Advisory Committee	John Evans/David Miller
M25 Slips Group	John Evans
Council for the Perseveration of Rural England (CPRE)	John Evans
Darent River Preservation Society (DRIPS)	John Evans
Ide Hill Village Hall Management Committee	Don Baker
Sundridge and Ide Hill Charities – Nominative Trustees	Chair

1. The Rural Bulletin - 1 December 2020
2. NATIONAL CSSC Green Message - NCTPHQ Bulletin - 1 Dec 2020
3. SDC -Development Control Committee – 19 November 2020 – Minutes
4. RSN Rural Funding Digest - December 2020 Edition
5. Local Government Bulletin 2 December
6. KALC NEWS NOVEMBER 2020
7. Kent Police Newsletter Nov 2020
8. Highways England - M20 Moveable Barrier Live Test
9. KALC - K'CAS – Ransomware
10. SDC - [Improvement and Innovation Advisory Committee – 26 November 2020 – Minutes](#)  
[People & Places Advisory Committee – 1 December 2020 – Minutes](#)
11. The Rural Bulletin - 8 December 2020
12. NALC CHIEF EXECUTIVE'S BULLETIN
13. SDC Members' Update 8 Dec – sent to all Cllrs
14. Sevenoaks District Council: Town Centre Ambassadors
15. CAGNE - Joint Chairs Response
16. SDC - Your Local Services
17. KALC - District Council Contact Details for reporting Covid-19, EUTransition, Winter Weather issues/concerns/incidents
18. SDC - Cleaner & Greener Advisory Committee – 9 December 2020 – Minutes
19. CAGNE - Ban Night Flights
20. KALC - Climate Adaptation Survey for Kent and Medway - 15 January 2021
21. SDC - [Development & Conservation Advisory Committee - 3 December 2020 – Minutes](#)
22. SDC - [Cabinet – 10 December 2020 – Draft Minutes](#)
23. Sevenoaks District Member Briefing 11/12/20
24. Sevenoaks District Council: Illegal waste transporter fined after sting operation
25. SDC - [Sevenoaks Joint Transportation Board – 8 December 2020 – Minutes](#)
26. The Rural Bulletin - 15 December 2020
27. KCC media release: Asymptomatic testing sites in Kent
28. NALC CHIEF EXECUTIVE'S BULLETIN - 11 DECEMBER 2020
29. Sevenoaks District Council: Sevenoaks students get creative to improve public spaces
30. Landscape Services e-card / Countryfile Plant Britain
31. SDC: Members' Update - 15 December
32. KALC - Kent Prepared newsletter Issue Two - bringing you the latest KentResilience Team news
33. NALC News - Local councils eligible to the new leisure fund
34. Sevenoaks District Council: Council offers further financial support for the districts Leisure Centres
35. SDC - FW: OPCC Survey
36. SDC - [Special Cabinet – 15 December 2020 – Draft Minutes](#)
37. KALC - Covid-19 - Financial Support Package for Local Councils
38. NALC CHIEF EXECUTIVE'S BULLETIN
39. Sevenoaks District Community Safety Partnership Newsletter -December 2020
40. SDC Members bulletin 18/12/20
41. KALC CEO Bulletin - December 2020
42. KALC News December 2020
43. SDC Members' Update - 22 December – sent to all Cllrs
44. The Rural Bulletin - 23 December 2020
45. KALC - Op Fennel Stakeholder Briefing - 24/12/20 - 12:00
46. KALC - Press Release - Statistics released following cross-Channel disruption
47. KALC - Local Government Bulletin 30 December
48. KALC - Kent Police Rural Task Force Report
49. The Rural Bulletin - 5 January 2021
50. RSN Rural Funding Digest - January 2021 Edition
51. SDC Members' Update - 5 January
52. Vaccine Update | Laura Trott
53. Kent and Medway vaccination programme update – sent to all Cllrs
54. : Fwd: GATCOM meeting 21 January - call for input
55. KALC - Action Fraud - Coronavirus Scams Warning
56. NALC CHIEF EXECUTIVE'S BULLETIN



57. SDC Councillors Briefing 08/01/21
58. SDC - Vaccination Sites – sent to all Cllrs
59. The Rural Bulletin - 12 January 2020
60. Urgent Road Closure - Church Road, Sundridge - 12th January 2021 (Sevenoaks) - sent to all Cllrs
61. SDC - [32\(2019/21\) - Altering the discretionary grant maximum associated with the Council's Private Sector Housing Assistance Policy \(20/22\)](#)
62. SDC - Licensing Committee – 5 January 2021 – Minutes
63. KALC - BUSINESS ALERT from KCC - HMRC Phishing Scam

<https://www.nalc.gov.uk/coronavirus>

## 2020-21 Parish Council Meeting Dates

### Parish Council Meetings – Mondays at 7pm

**During the Covid19 pandemic all meetings will take place remotely via zoom**

18 May	via Zoom
15 June	via Zoom
20 July	via Zoom
21 September	via Zoom
19 October	via Zoom
16 November	via Zoom
<b>2021</b>	
18 January	Zoom
15 February	Zoom
15 March	Zoom
19 April	Zoom/venue to be confirmed
17 May	Zoom/venue to be confirmed

**2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall**

#### Amenities Committee Meetings Mondays at 7pm

7 December 2020

**2021**

1 February 2021  
5 April 2021

#### Finance Committee Meetings Mondays at 7pm

12 October 2020  
9 November 2020

**2021**

7 January 2021

#### Planning Committee Meetings

**2020**

Monday 19 October 2020 at 6.30pm  
Monday 2 November 2020 at 6.30pm  
Monday 16 November 2020 at 6.30pm  
Monday 7 December 2020 at 6.30pm  
Monday 21 December 2020 at 6.30pm

**2021**

Monday 11 January 2021 at 6.30pm  
Monday 25 January 2021 at 6.30pm  
Monday 8 February 2021 at 6.30pm  
Monday 22 February 2021 at 6.30pm  
Monday 8 March 2021 at 6.30pm  
Monday 15 March 2021 at 6.30 pm

**Committee Meetings are subject to change and cancellation.  
Please confirm with the Clerk or check the website.**

[www.sundridgewithidehill-pc.gov.uk](http://www.sundridgewithidehill-pc.gov.uk)

## 2021-22 Parish Council Meeting Dates

### Parish Council Meetings – Mondays at 7pm

**During the Covid19 pandemic all meetings will take place remotely via zoom**

#### 2021

19 April	Zoom/venue to be confirmed
17 May	Zoom/venue to be confirmed
21 June	Zoom/venue to be confirmed
19 July	Zoom/venue to be confirmed
20 September	Zoom/venue to be confirmed
15 November	Zoom/venue to be confirmed

#### 2022

17 January	Zoom/venue to be confirmed
21 February	Zoom/venue to be confirmed
21 March	Zoom/venue to be confirmed
	Zoom/venue to be confirmed

**2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall**

#### Amenities Committee Meetings Mondays at 7pm

**2021**  
5 April 2021

#### Finance Committee Meetings Mondays at 7pm

**2021**  
10 May 2021

#### Planning Committee Meetings At 6.15 pm

2020  
5 April 2021  
19 April 2021  
10 May 2021  
17 May 2021  
7 June 2021  
21 June 2021  
5 July 2021  
19 July 2021

**Committee Meetings are subject to change and cancellation.  
Please confirm with the Clerk or check the website.**

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## **AGENDA ITEM 4.0 MATTERS ARISING**

4.8.4 Lines outside shop – Clerk has contacted Highways

8.7 Safeguarding /Parish Council assets – the Clerk has confirmed with KALC that the PC is not responsible for safeguarding when hiring out asses.

9.3 Security at the Rec/Storage facility – update at meeting

9.4 – BBQ on Coronation Gardens – update from Cllr Darby at meeting

10.2.2 KALC Community Award – Clerk completed nomination forms – Cllr Banbrook and Darby.

## **AGENDA ITEM 6.0 – CONFIDENTIAL ITEMS**

Agenda item 10.2.2 must be dealt with in confidence.

**AGENDA ITEM 7.0 - To elect a Vice Chair of the Parish Council, a Chair of the Amenities Committee and agree the Committee Structure and delegation of responsibilities**

- 7.1 Following the resignation of David Kempster Members will need to elect a new Vice Chair
- 7.2 Following the resignation of Steve Nash Members will need to elect a new Chair of the Amenities Committee
- 7.3 Members to note the new structure of the Committees and agree any changes

**Committee Membership 2020/21**

<b>Amenities</b>	Vikki Allgood Don Baker Martin Darby Trevor Jones David Miller
<b>Finance</b>	Vikki Allgood (Chair) Don Baker John Banbrook John Evans Russell Maybury Ann Powell
<b>Planning</b>	Vikki Allgood Don Baker Martin Darby John Evans Trevor Jones (Chair) Russell Maybury Ann Powell
<b>Working Parties</b>	<b>Sundridge and Brasted Social Club Working Party</b> John Banbrook Martin Darby
	<b>Ide Hill Public Conveniences Working Party</b> Don Baker Russell Maybury David Miller
	<b>Stubbs Wood Management Committee</b> Don Baker Russell Maybury David Miller

<b>Appointment of Members/Others to Areas of Responsibility:</b>	
Affordable Housing	Trevor Jones
Burial Facilities and liaison with PCC	John Evans
Footpaths and Tree Warden	John Evans
Highways	John Evans/Vikki Allgood
Streetlighting	John Banbrook
Sundridge Recreation Ground	
Sundridge Village Hall	Clerk
Website Administrators	Vikki Allgood
Speedwatch Co-ordinators	John Evans
<b>Appointment of Representatives of the Parish Council on Outside Bodies</b>	
Gatwick	John Evans
Bough Beech Nature Reserve Management Advisory Committee	John Evans/David Miller
M25 Slips Group	John Evans
Council for the Perseveration of Rural England (CPRE)	John Evans
Darent River Preservation Society (DRIPS)	John Evans
Ide Hill Village Hall Management Committee	Don Baker
Sundridge and Ide Hill Charities – Nominative Trustees	Chair

Sundridge & Ide Hill Budget for 2020/21

Income 2020-21

Code	Description	Actual Income at 15 February 2021 2020/21	Predicted Income (post January 2021 lockdown) 2020/21	Predicted Income (pre Covid) 2020/21
100	Precept	£65,000	£65,000.00	£65,000.00
101	Grants			
103	Sevenoaks District Council/CiL		£4,000.00	£4,000.00
104	Evans/Catford Cycle		£200.00	£200.00
105	Misc			
1000	Hall hire		£500.00	£500.00
1005	Yoga /Pilates	672	£1,000.00	£1,500.00
1002	Dance School	2,128.44	£2,500.00	£1,600.00
1003	Private Dance Hire	270	£540.00	£540.00
1008	Recreation Ground (Radnor)	3000	£2,000.00	£5,000.00
1009	Recreation Ground (SUJFC)	933.34	£2,177.51	£5,250.00
	RPA	3720		
106	VAT		£4,000.00	
	<b>Sub-total</b>			
	<b>Total Income</b>	£75,724	<b>£81,917.51</b>	<b>£83,590.00</b>

## Sundridge & Ide Hill Budget for 2020-21

### Expenditure

Code	Description	Actual at 15.02.21	Updated 2020/21	Original Budget 2020/21
	<b><u>Clerk &amp; RFO Expenses</u></b>			
400	Clerks & RFO Salary	£12,801.03	£16,000.00	£16,000.00
401	Clerk's pension	£962.91	£1,000.00	£1,000.00
402	Clerk & RFO Tax & NI	£1,874.10	£1,500.00	£1,500.00
403	Travel Expenses	£391.95	£1,500.00	£1,500.00
	<b>Totals</b>	<b>£16,029.99</b>	<b>£20,000.00</b>	<b>£20,000.00</b>
	<b><u>Members Expenses</u></b>			
500	Members Expenses		£1,000.00	£1,000.00
502	Election Expenses		£0.00	£1,000.00
	<b>Totals</b>	<b>£0.00</b>	<b>£1,000.00</b>	<b>£2,000.00</b>
	<b><u>Administration Costs</u></b>			
600	Insurance Main Policy	£1,252.82	£1,252.82	£1,350.00
601	Supplies for meetings	£0.00	£40.00	£150.00
602	Postage & Delivery	£45.60	£55.00	£150.00
603	Printing		£50.00	£50.00
604	Photocopying	£352.56	£700.00	£700.00
605	Stationery	£2.39	£150.00	£150.00
606	Subscriptions	£1,025.14	£850.00	£850.00
607	Parish Mobile	£638.00	£850.00	£850.00
608	Hire of Village Ide Hill hall	£40.00	£50.00	£50.00
609	Equipment Software		£0.00	£100.00
610	Misc. Contingency		£150.00	£150.00
611	Training	£175.00	£100.00	£150.00
612	Aviation Group Clerk		£0.00	£125.00
613	Village Plans			£0.00
616	Website Maintenance	£310.00	£250.00	£500.00
617	Email hosting charge	£252.00	£250.00	£55.00
618	Parish WiFi	£110.00	£120.00	£120.00
619	Parish Zoom	£151.00	£172.68	£0.00
	<b>Totals</b>	<b>£4,354.51</b>	<b>£5,040.50</b>	<b>£5,500.00</b>
	<b><u>Professional Services</u></b>			
6000	Legal		£1,000.00	£1,000.00
6002	Pension enrolment package	£110.00	£160.00	£500.00
6001	Payroll and Auditor	£6.00	£1,000.00	£1,000.00
	<b>Totals</b>	<b>£116.00</b>	<b>£2,160.00</b>	<b>£2,500.00</b>
	<b>TOTAL OVERHEAD COSTS</b>	<b>£20,500.50</b>	<b>£28,200.50</b>	<b>£30,000.00</b>



	<b>Street Lighting</b>			
700	Energy Cost	£2,671.38	£5,000.00	£5,000.00
701	Maintenance Contract	£2,306.14	£2,500.00	£2,500.00
702	Repairs	£1,114.25	£1,000.00	£500.00
	<b>Totals</b>	<b>£6,091.77</b>	<b>£8,500.00</b>	<b>£8,000.00</b>
	<b>Stubbs Wood</b>			
800	Running Cost	£400.00	£3,000.00	£3,000.00
801	Professional services			
802	Tree Survey			
	<b>Totals</b>	<b>£400.00</b>	<b>£3,000.00</b>	<b>£3,000.00</b>
	<b>Highways</b>			
1000	Bus shelters		£150.00	£400.00
1001	Village signs		£100.00	£400.00
1002	Notice boards		£0.00	£100.00
1003	Misc. Contingency		£100.00	£100.00
	<b>Totals</b>	<b>£0.00</b>	<b>£350.00</b>	<b>£1,000.00</b>
	<b>Grounds' Maintenance</b>			
2001	Grass cutting	£7,653.92	£9,300.00	£9,300.00
2002	Tree Work	£150.00	£1,000.00	£1,000.00
2003	Hedges		£550.00	£550.00
2004	Contingency		£500.00	£500.00
2005	Dog bins	£1,702.20	£1,750.00	£1,750.00
	<b>Totals</b>	<b>£9,506.12</b>	<b>£13,100.00</b>	<b>£13,100.00</b>
	<b>Sundridge Village Hall</b>			
3000	Cleaning	£300.00	£960.00	£1,800.00
3001	Maintenance	£440.00	£500.00	£1,000.00
3002	Energy	£834.35	£1,000.00	£1,000.00
3003	Water		£300.00	£300.00
3004	WiFi	£501.84	£600.00	£600.00
3005	Insurance	£530.19	£530.00	£550.00
3006	Return of Hire Deposit		£0.00	£0.00
3007	Music Licence		£150.00	
	<b>Totals</b>	<b>£2,606.38</b>	<b>£4,040.00</b>	<b>£5,250.00</b>
	<b>Sundridge Recreation &amp; Pavilion</b>			
7000	Cleaning	£360.00	£1,280.00	£1,000.00
7001	Pavilion Maintenance		£500.00	£500.00
7002	Ground Maintenance	£528.00	£3,500.00	£3,500.00
7003	Energy	£355.54	£500.00	£1,000.00
7004	Water	£55.81	£250.00	£300.00
7006	Miscellaneous	£20.00	£250.00	£250.00
	<b>Totals</b>	<b>£1,319.35</b>	<b>£6,280.00</b>	<b>£6,550.00</b>
	<b>Ide Hill Car Park &amp; Conveniences</b>			
5000	Ide Hill car Park		£250.00	£250.00
5001	Ide Hill Conveniences Cleaning	£4,700.00	£5,200.00	£3,000.00
5002	Ide Hill Conveniences Maintenance		£500.00	£500.00
5003	Ide Hill Conveniences Energy	£487.52	£400.00	£400.00
5004	Ide Hill Conveniences Water		£120.00	£100.00
5005	Ide Hill Conveniences Supplies	£1,068.97	£800.00	£500.00
5006	Sevenoaks District Council Rates	£381.68	£330.00	£300.00
5007	Contingency	£147.07	£250.00	£250.00
	<b>Totals</b>	<b>£6,785.24</b>	<b>£7,850.00</b>	<b>£5,300.00</b>
	<b>Bowers Meadow/Coronation Gardens</b>			
8000	Maintenance		£1,000.00	£1,000.00
8001	Coronation memorial at Coronation Gardens	£3,649.25	£500.00	£500.00
	<b>Total</b>	<b>£3,649.25</b>	<b>£1,500.00</b>	<b>£1,500.00</b>
	<b>Play Areas</b>			
4,000	Playground, incl, maintenance & inspection	£270.00	£500.00	£500.00
	<b>Total</b>	<b>£270.00</b>	<b>£500.00</b>	<b>£500.00</b>
	<b>TOTAL ASSET COSTS</b>	<b>£30,628.11</b>	<b>£45,120.00</b>	<b>£44,200.00</b>
	<b>Miscellaneous</b>			
614	Christmas festivities	£546.63	£1,500.00	£1,500.00
615	Annual Parish Meeting		£350.00	£350.00
905	Poppy wreath	£70.00	£70.00	£70.00
906	Great British Spring Clean		£100.00	£100.00
907	Covid 19	£1,460.00	£0.00	£0.00
908	Operation London Bridge		£100.00	£0.00
	<b>Totals</b>	<b>£2,076.63</b>	<b>£2,120.00</b>	<b>£2,020.00</b>
	<b>Grants</b>			
900	Annual grants (Ide Hill Village Hall Trust)	£2,640.00	£1,300.00	£1,300.00
901	Church grant	£1,965.00	£2,000.00	£2,000.00
902	Other grants		£1,500.00	£1,500.00
	<b>Totals</b>	<b>£4,605.00</b>	<b>£4,800.00</b>	<b>£4,800.00</b>
	<b>Total Overhead</b>	<b>£57,810.24</b>	<b>£80,240.50</b>	<b>£81,020.00</b>

## AGENDA ITEM 8.3

Sundridge with Ide Hill Parish Council Items Payable and Paid					
Cheque Payments up to 15 February 2021					
Cheque No	Payee	Details	Total Payable	VAT	Basic Amount
1209	EDF Energy	Electricity bill - Sundridge Recreation Ground	164.17		164.17
1210	EDF Energy	Electricity bill- Ide Hill toilets	85.86		85.86
1211	Calor Gas Limited	Gas Sundridge pavilion	12.58	0.60	12.58
1212	Val & Sander Reytenbach	Cleaning Ide Hill Toilets	500.00		500.00
1213	Martin Darby	Reimbursement of security system Village Hall	438.00	73.00	365.00
1214	Goldservice Contract Cleaning	Toilet roll holders and toilet rolls Ide Hill toilets	185.62	30.94	154.68
1215	Broxap	Dog bin for garden centre Sundridge	226.80	37.80	189.00
1216	Play Inspection Company	Annual inspection of playgrounds	270.00	45.00	225.00
1217	Vision ICT	Accessibility statement for website	102.00	17.00	85.00
1218	David J Buckett	Internal Audit	600.00		600.00
1219	KALC	Training session for Clerk	42.00	7.00	35.00
1220	All Angles Tree Service	Tree work Coronation Gardens	1,800.00	300.00	1,500.00
1221	John Banbrook	Reimbursement of Christmas lights (sundridge) and Coronation	341.86	56.98	284.88
1222	G Barlow	Clerk's salary	1,169.64		1,169.64
1223	G Barlow	Clerk's expenses	123.91		123.91
			6,062.44	568.32	5,494.72

**AGENDA ITEM 8.4 - TO APPOINT INTERNAL AUDITOR**

Clerk is recommending that David Buckett be appointed as Internal Auditor at a cost of £600.00.

## AGENDA ITEM 9.1 – WEBSITE ACCESSIBILITY

-----Original Message-----

From: "accessibility" <accessibility@VisionICT.com>

Sent: Friday, 22 January, 2021 10:16

To: "clerk@sundridgewithidehill-pc.gov.uk" <clerk@sundridgewithidehill-pc.gov.uk>

Subject: RE: FW: Accessibility Regulations 2020

Hi Amanda,

Your accessibility statement has been added to the footer of your site and your invoice has been sent out for payment. The accessibility statement is a hidden page so that you can edit it when you believe you have become more accessible or if contact details need to change. The page is hidden so needs to be accessed through page management when editing the website. We urge you to read the government sample accessibility statement before making amendments so that the wording remains legally compliant.

In the section that lists technical information we have included some of the most common content issues we find on our websites. This will keep you covered while you work on making your site completely accessible and also covers any future uploads.

Areas we noticed specific to your website were:

- The "click here" links on your Parish Police, Useful Links and Sundridge Project pages have no clear purpose from the link text alone. These links will need to be amended so someone who is visually impaired can tell where the link is taking them just from the link text. To learn more about link text, please read this article: <https://support.visionict.com/hc/en-us/articles/360009692177-Links-with-no-clear-purpose>

To help you check for non-compliance's and keep your site up to standards in the future, we have published a WCAG 2.1 checklist that you can read here: [https://visionict.com/WCAG\\_2.1\\_Checklist\\_28396.aspx](https://visionict.com/WCAG_2.1_Checklist_28396.aspx) and a dedicated accessibility page on our support site: <https://support.visionict.com/hc/en-us/categories/360001727517-Accessibility>

If you have any questions or would like us to quote for making accessibility amendments to your website, please do let us know.

Kind Regards,

Mel Hingston

01392 669497

[accessibility@VisionICT.com](mailto:accessibility@VisionICT.com)

Vision ICT are now working from home – for the latest updates, [please see our blog post.](#)

1 Southernhay West, Exeter, Devon, EX1 1JG

## AGENDA ITEM 9.2 – Sundridge & Brasted Social Club

**Following Steve Nash's resignation Members need to appoint an other Councillor to the Working Party.**

**Brasted have also asked for the following amendment to the Terms of Reference:**

*From: "Brasted Clerk" <brasted.clerk@gmail.com>  
Sent: Tuesday, 9 February, 2021 14:22  
To: "clerk@sundridgewithidehill-pc.gov.uk" <clerk@sundridgewithidehill-pc.gov.uk>  
Subject: Re: FW: Social Club + Various*

*Hi Amanda*

*Many thanks for getting back to me before last night's meeting, really helpful.*

*I mentioned your e mail to the parish council last night but I'm afraid Brasted PC would like the TOR agreed in advance and is not prepared for the working party to make any tweaks to the TOR at all.*

*Can you remove the Finance section altogether? I think Brasted PC would prefer any costs to be approved in advance by the full parish council, we're not sure why the working party should be incurring any costs.*

*If it would be helpful, I could arrange a meeting on Zoom with both our chairs and yourself to discuss the issue further and try and clear this up swiftly as I am conscious the lease has already expired?*

*Many thanks*

Annette

## Terms of Reference

- 1 Background:** Sundridge and Brasted Social Club Working Party (the working party) is a working party of the two parish councils of Sundridge with Ide Hill Parish Council and Brasted Parish Council, formed under section 101 of the Local Government Act 1972 to administer these councils' functions as owners of the Sundridge & Brasted Social Club
- 2 Name:** Sundridge & Brasted Social Club Working Party
- 3 Territory:** The Sundridge & Brasted Social Club located at 132, Main Road Sundridge Kent TN14 6ET
- 4 Functions:** The working party will discuss and agree actions with regard to the social club which will be recommended to each parish council for agreement.
- 5 Composition:** The working party shall consist of the following number of councillors, nominated by their respective councils: Any Councillor who is a member of the Sundridge & Brasted Social Club Committee is precluded from membership of the working party.

Sundridge	3 members
Brasted	3 members
- 6 Terms of Office:** Every municipal year, the Annual Meeting of each parish council will review and confirm their council's representation on the Committee.
- 7 Chair/Vice Chair:** Every municipal year, the working party will elect a Chair and Vice Chair. This should ideally alternate between each Parish Council.
- 8 Meetings:** The working party will meet on no fewer than three occasions in each municipal year.
- 9 Rules:** The working party will comply with all procedural requirements that apply to working parties of the parish councils. In addition, the working party may adopt its own rules or standing orders, which shall not be in conflict with those of either parish council.
- 10 Code of Conduct:** Members of the working party must adhere to their council's Code of Conduct.
- 11 Attendance at meetings:** Meetings of the working party will be quorate when no fewer than 2 members from each parish are present.
- 12 Finance:**
  - (i) Before the end of December each year the working party will prepare a budget for the following financial year, showing what financial contribution is requested from each of the parish councils if required.
  - (ii) The working party can discuss any financial decisions and these should be recommended to each parish council for agreement
- 12 Delegation:** The working party may delegate to an officer such aspects of its day-to-day decision-making as it considers appropriate, in accordance with section 101 of the Local Government Act 1972. The terms of delegation must be clearly documented in the Committee meetings' minutes.
- 13 Review and Amendment:** The two parish councils will review and may agree to amend these Terms of Reference as required.

**AGENDA ITEM 9.3 – Transparency Act**

**Update at meeting.**

**AGENDA ITEM 9.4 – LICENCES**

**The Clerk is suggesting that this item be postponed to the March 2021 meeting.**



## **AGENDA ITEM 9.5 – IDE HILL PUBLIC CONVENIENCES**

**The Ide Hill Public Conveniences Working Party met last week and went through the outstanding matters to be dealt with in the toilets as follows:**

- 1) Members choose a dark green colour for the new external doors.
- 2) Agreed to instruct an electrician to instal the remaining two hand driers in the disabled toilet and ladies' toilet.
- 3) The Clerk has asked the cleaners to replace the lock in the men's toilet.
- 4) The Clerk has asked the cleaners to install the new (anti theft) toilet roll holders in all toilets.
- 5) The Clerk/Members have asked 3 plumbers to quote for a replacement boiler
- 6) As an alternative to replacing the hot water systems the working party are investigating heaters at each sink.
- 7)The working party are going to investigate electronic taps to provide regulated water flow.
- 8) As a matter of urgency replace the RADAR lock on disabled door.
- 9) Cllr Baker has agreed to respond to the CIL application refusal letter.
- 10) Members agreed to investigate a more economical lighting system.
- 11) The Clerk is dealing with the water bill but confirmed that Castle Water have written to confirm that all late payment charges/interests have been removed.

## AGENDA ITEM 9.6 – SUNDRIDGE RECREATION GROUND

-----Original Message-----

From: "

Sent: Saturday, 6 February, 2021 12:47

To: clerk@sundridgewithidehill-pc.gov.uk

Cc: john.evans@sundridgewithidehill-pc.gov.uk, martin.darby@sundridgewithidehill-pc.gov.uk

Subject: Access to Sundridge Recreation Ground

Dear Amanda,

I would like to bring to the Parish Council's attention a concern regarding the access to the Sundridge Recreation Ground that I would like discussed in the Public Forum at the next Parish Council meeting.

It's virtually impossible to get a mobility scooter through the pedestrian chicane without having to partially dismantle it. The timber posts on either side narrow the opening considerably. I'm not sure that a F1 driver would be able to manage the dexterity needed to perform the turns. I realise that the timber posts are there for a reason, presumably to stop motorcycles, but wonder whether there's another form of opening that might solve the problem?

I'm attaching two photos showing either side of the opening. The gaps between the metal frame and the timber uprights are 19" and 23" respectively.

Kind regards,  
Barbara Lockey



-----Original Message-----

From: "martin.darby@sundridgewithidehill-pc.gov.uk" <martin.darby@sundridgewithidehill-pc.gov.uk>

Sent: Tuesday, 9 February, 2021 18:16

To: "Clerk@sundridgewithidehill-pc.gov.uk" <Clerk@sundridgewithidehill-pc.gov.uk>, "John.evans@sundridgewithidehill-pc.gov.uk" <John.evans@sundridgewithidehill-pc.gov.uk>, "Trevor.jones@sundridgewithidehill-pc.gov.uk" <Trevor.jones@sundridgewithidehill-pc.gov.uk>, "John.banbrook@sundridgewithidehill-pc.gov.uk" <John.banbrook@sundridgewithidehill-pc.gov.uk>, "Vikki.allgood@sundridgewithidehill-pc.gov.uk" <Vikki.allgood@sundridgewithidehill-pc.gov.uk>, "ann.powell@sundridgewithidehill-pc.gov.uk" <ann.powell@sundridgewithidehill-pc.gov.uk>

Cc: "Martin Darby" <martin@principalcolour.co.uk>

Subject: FW: RE: Recreation ground barrier.

Good afternoon.

Quote for new gate for the reaction ground allowing access for wheel chairs. It seems a bit more extensive than what we have at the moment and is adjustable (taking your comment on board John about what we already have). The major problem is though if someone wants to get a Motor bike through (while still allowing wheel chair access) if they try hard enough they will. If you look at the installation pdf it will show you what it looks like.

Martin

-----Original Message-----

From: "Elizabeth Barraclough" <liz@kbarriers.co.uk>

Sent: Tuesday, February 9, 2021 12:20pm

To: martin.darby@sundridgewithidehill-pc.gov.uk

Subject: RE: Recreation ground barrier.

Good Morning Martin

Attached are two quotations for you, the first is a Standard K Barrier without the floor panel for installation into a bound surface such as Tarmac the second is with the floor for a loose surface. If you are installing in a Tarmac path you may want to consider the Dual Adjustment K Barrier as this design has a second method of adjustment at the squeeze plates which means that if you need to widen or narrow the gap presented to users after installation you can do so without having to take up and re-lay the surfacing. The Standard K Barrier can be adjusted after installation (providing it has been fitted according to the instructions provided) but as all the adjustment on this design is performed on the underground structure you would need to take up the surfacing and dig down to the attachment points to perform the adjustment. I have shown the cost of powder coating as an extra however if you would like me to include it in the quotation just let me know and I will be more than happy to do so. You will see from the quote that we work on a supply only basis so I have attached a set of fitting instructions to help with costing up installation and also included is a drawing showing the range of depths of squeeze plate available on the Standard and Dual Adjustment K Barrier and the access space each yields between the base of the plate and the ground surface. It also shows the maximum and minimum gap width achievable on the full number of fixings at each attachment point. It is possible to go a little wider on fewer fixings and of course the Dual Adjustment K Barrier will give you another 25 or 50mm at the squeeze plates but do bear in mind that very wide gaps are less restrictive to motorcycles just as very narrow gaps may restrict legitimate users more than we would like. I have also attached a copy of our product listing and price list which will give you the basic details of the Dual Adjustment K Barrier along with the price. If you have any questions at all, would like more details of would like additional quotes simply call or email and I will be very pleased to help.

Kindest regards

*Liz Barraclough*

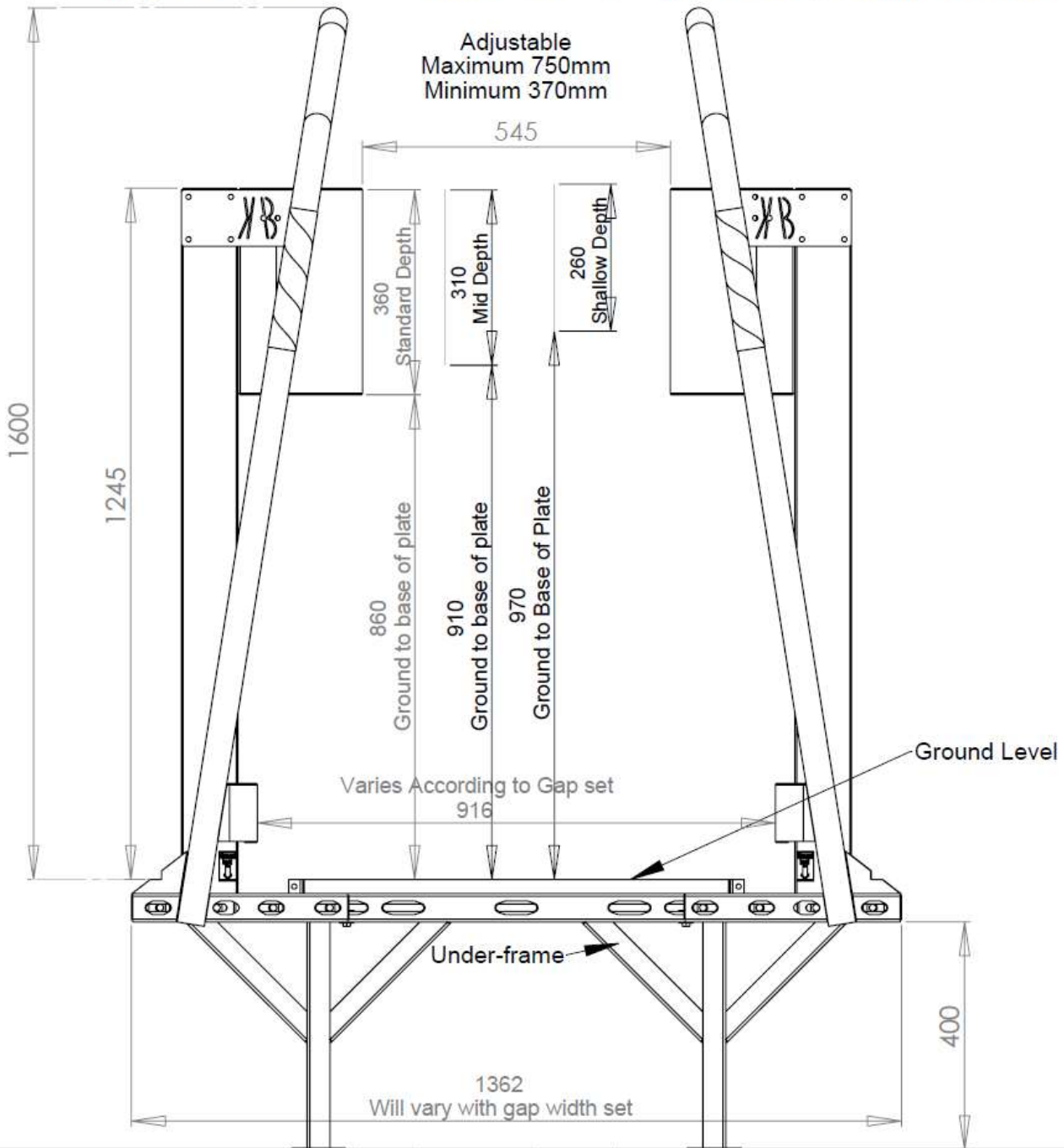
Elizabeth Barraclough  
K Barriers Ltd  
3 Plumbley Hall Mews  
Mosborough  
SHEFFIELD  
S20 5BF

Tel: 0114 248 5107 E mail: [liz@kbarriers.co.uk](mailto:liz@kbarriers.co.uk) Web site: [www.kbarriers.co.uk](http://www.kbarriers.co.uk)



Keith Barraclough  
 K Barriers Limited  
 3 Plumbley Hall Mews,  
 Mosborough, Sheffield  
 S20 5BF  
 Tel: 0114 248 5107  
 Fax: 0114 248 5257  
 www.kbarriers.co.uk

**Range of Squeeze Plates available on Standard & Dual Adjustment K Barriers**



**PROPRIETARY AND CONFIDENTIAL**

THE INFORMATION CONTAINED  
 IN THIS DRAWING IS THE SOLE  
 PROPERTY OF K BARRIERS LTD.

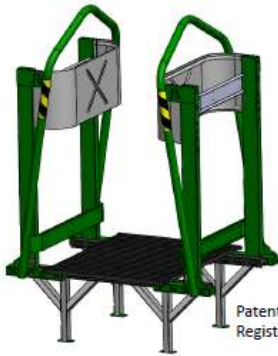
ANY REPRODUCTION IN PART  
 OR AS A WHOLE WITHOUT THE  
 WRITTEN PERMISSION OF K  
 BARRIERS LTD IS PROHIBITED.

NAME	DATE	TITLE:	<b>K BARRIER</b>	
DRAWN K BARRACLOUGH	18/09/2018	KB7 - Main - Assembly		
DESIGN REG NO: 3013060, 3021137, 000340146		KB7 Showing Range of Plates & Widths EAB 12 03 13		
PATENT NO: G82392192				
MATERIAL:		DWG NO.		A4
FINISH:				
WEIGHT (KG): 79.59		SCALE:1:50	REVISION	

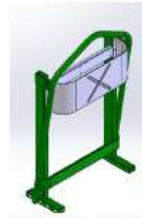


# Fitting Instructions

## Standard K Barrier



Patent No: GB2392192  
Registered Design Nos: 3013060, 3021137, 000340146



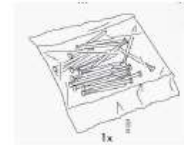
Side Assembly X 2



Under Frame X 2



Floor Panel X 1 (if ordered)



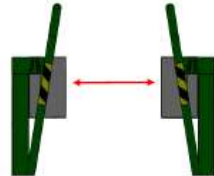
Bag includes nuts, bolts modified Socket with flats

### Step 1:

Prior digging foundations, ensure there is enough space around where the barrier will be installed to allow a large mobility scooter to manoeuvre into and out of the barrier easily. **NOTE K Barriers MUST be fitted with the slope of the path to maintain the same height from ground to the base of the squeeze plates for their full length.**

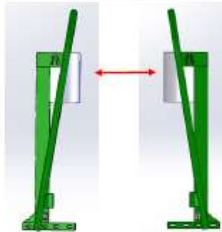
### Step 2:

Before assembling, decide on the width of gap required between the stainless steel squeeze plates. (Consult local authority, popular widths range from 550 - 600mm). Please note very narrow gaps may restrict disabled access.



### Step 3:

Lay the two sides on the ground opposite each other as shown (if sides are powder coated, place on a surface that won't damage coating if possible). Position the sides to gain the required gap between the squeeze plates. You will need to keep checking the gap as you work.



### Step 4:

Using the socket supplied bolt each under frame onto the side assemblies on the internal side as shown. Minimum of 3 bolts in each corner. **DO NOT** tighten bolts fully.

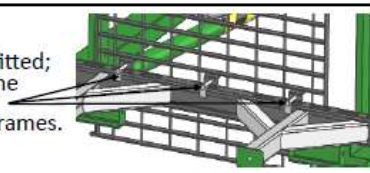


### Step 5:

Check width of gap between squeeze plates and slide side assemblies in or out to achieve correct gap. Tighten bolts

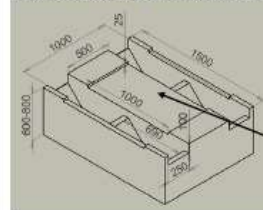
### Step 6:

If a Floor Panel is to be fitted; attach the panel using the hook bolts by hooking underneath the under-frames. Tighten bolts.



### Step 7:

Dig footings as illustrated:



(cross section)

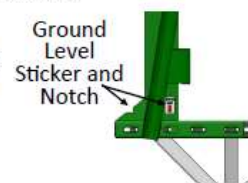
If NOT fitting the floor panel Do Not dig out central area.

If fitting on a sloping path, it is vital to dig the footings and fit the barrier **with** the slope. If more than 1 in 20 gradient consult Local Authority or equivalent body.

### Step 8:

Position the barrier into the footings. Check position, depths of holes and overall levels. If a floor panel has been fitted, **ensure the top of the floor panel is level with the ground surface.** Make any necessary corrections.

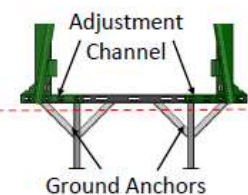
If not fitting the floor panel, please **use ground level stickers and notch as shown**, as a surface level guide. Make any necessary corrections.



**N.B. There must be NO steps/ trip factors.**

### Step 9:

Once positioning of the barrier and levels are all acceptable, **ONLY CONCRETE AROUND THE GROUND ANCHORS**, leaving the adjustment channel clear to allow adjustment after installation.



### Step 10:

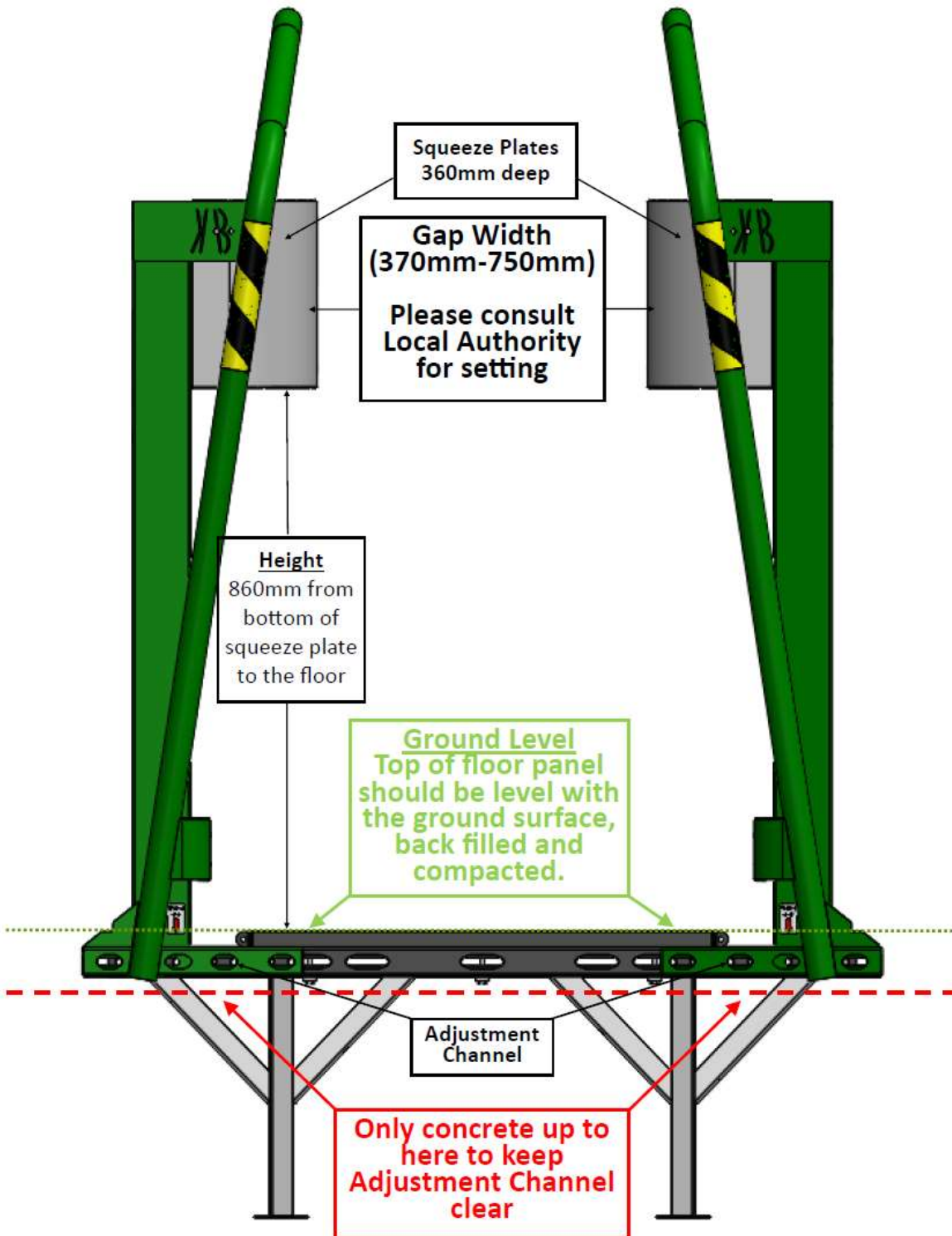
If fitting the floor panel, back fill the ground surface ensuring the floor panel grid is also backed filled. The ground surface may need 'topping up' at a later date to allow for settling/erosion.

If a bound surface is to be laid, it is advisable to back fill with a loose ground surface around the barrier for several weeks, before laying a bound surface. This allows time to determine if the barrier is set at the desired width.

### Step 11:

Check for and remedy any sharp edges. In areas of high vandalism, it is advisable to damage any visible threads on fixings.

# Standard K Barrier



K Barriers Ltd, 3 Plumbley Hall Mews, Mosborough,  
Sheffield, S20 5BF Tel: 0114 248 5107

Patent No: GB2392192

Registered Design Nos: 3013060, 3021137,



K Barriers Ltd, 3 Plumbley Hall Mews, Mosborough, SHEFFIELD, S20 5BF  
Tel: 0114 248 5107 Mob: 07837 351424 Mob: 07947 349331  
email: liz@kbarriers.co.uk, emma@kbarriers.co.uk

Registered in England & Wales • Company No. 4813238 • Registered Office: K Barriers Ltd, The Hart Shaw Building, Europa Link,  
Sheffield Business Park, Sheffield, South Yorkshire, S9 1XU

## Quotation

### Sundridge And Ide Hill Parish Council

1 No	Standard K Barrier NO Floor* galvanized (Patent No. GB2392192)	@	£1072 each =	£ 1,072.00
	Delivery to TN Postal Codes	@	Sum =	£107.00
			<b>Goods Value =</b>	<b>£1,179.00</b>
			VAT @ 20.0% =	£ 235.80
			<b>Total Cost =</b>	<b><u>£1,414.80</u></b>

*\*If installing the Barrier into an unbound surface the steel mesh floor panel may be required please add £75 per Barrier to the net price and specify 'with floor' on your order.*

*Polyester Powder Coating is available for an additional £95.00 plus VAT per Barrier, please state colour required on ordering*

**N.B. Unloading facilities must be available at the point of delivery. If mechanical unloading is not available, please advise when placing your order so alternative arrangements can be made where possible.**

Prices quoted are for **supply only** in flat packed form.

**Delivery period:** Approximately 3 to 4 weeks

**Terms:** Strictly 30 Days from Date of Invoice.

*K Barriers Ltd are applying Covid19 working protocols to ensure the safety and wellbeing of our staff, customers and suppliers, as a consequence delivery times may be subject to change at short notice, we thank you for your patience and understanding in these difficult times.*





**K Barriers**  
www.kbarriers.co.uk

K Barriers Ltd, 3 Plumbley Hall Mews, Mosborough, SHEFFIELD, S20 5BF  
Tel: 0114 248 5107 Mob: 07837 351424 Mob: 07947 349331  
email: liz@kbarriers.co.uk, emma@kbarriers.co.uk

Registered in England & Wales • Company No. 4813238 • Registered Office: K Barriers Ltd, The Hart Shaw Building, Europa Link,  
Sheffield Business Park, Sheffield, South Yorkshire, S9 1XU

## Quotation

### Sundridge And Ide Hill Parish Council

1 No	Standard K Barrier WITH Floor* galvanized (Patent No. GB2392192)	@	£1147 each =	£ 1,147.00
	Delivery to TN Postal Codes	@	Sum =	£107.00
			<b>Goods Value =</b>	<b>£1,254.00</b>
			VAT @ 20.0% =	£ 250.80
			<b>Total Cost =</b>	<b><u>£1,504.80</u></b>

*\*If installing the Barrier into an unbound surface the steel mesh floor panel may be required please add £75 per Barrier to the net price and specify 'with floor' on your order.*

*Polyester Powder Coating is available for an additional £95.00 plus VAT per Barrier, please state colour required on ordering*

***N.B. Unloading facilities must be available at the point of delivery. If mechanical unloading is not available, please advise when placing your order so alternative arrangements can be made where possible.***

Prices quoted are for **supply only** in flat packed form.

**Delivery period:** Approximately 3 to 4 weeks

**Terms:** Strictly 30 Days from Date of Invoice.

*K Barriers Ltd are applying Covid19 working protocols to ensure the safety and wellbeing of our staff, customers and suppliers, as a consequence delivery times may be subject to change at short notice, we thank you for your patience and understanding in these difficult times.*

Prepared By: Elizabeth Barraclough

Date: 09 February 2021

Please Note: This quotation is valid for a period 90 days from the date of issue. Due to fluctuations in manufacturing costs revisions may be applied after the stated period. VAT will be charged at the rate in force at the date of the invoice.

***K Barrier Designs are protected by a suite of Intellectual Property Rights including Patent No. GB2392192, Registered Design No. 3013060 and European Design Registration no 000340146. K Barrier is a registered Trade Mark of K Barriers Ltd. K Barriers Ltd are Designers, Patent and Design Rights holders and exclusive supplier of the K Barrier, Simple K Barrier, K Barrier Gate, K Barriers A Frame and A Frame Gate in the UK.***

## GACC subscription form

Individual members. email only £4.00 Regular e-mailed communications

Parish Councils and groups email only £10 Regular e-mailed communications

District Councils by arrangement

Please tick the options you choose:

- I wish to receive newsletters by email ( fee as above)
- I have filled up the standing order form overleaf
- I enclose a cheque made out to GACC -
- this is for one year or -
- 5 years (five times the rates above).
- My cheque (or standing order) includes a donation to GACC.
- I have made an online Bank transfer to GACC for the sum of £..... to  
'Gatwick Area Conservation Campaign' NatWest Bank code 60-11-41 account  
number 52474119. **If you intend to pay us in this way please use your surname  
and postcode as a reference to help us identify you as the payee.**

Name.....

Address.....

.....

Telephone number.....

email address (please write very clearly).....

Please post or email this form to

GACC Membership Secretary

Steamhammer Lodge,

Penshurst Road,

Penshurst,

Tonbridge TN11 8HZ

or email: [membership@gacc.org.uk](mailto:membership@gacc.org.uk)

If paying by Standing Order please also fill up the form overleaf. You must post this form to the address above NOT send it directly to your bank. We will record the details and send it on

## AGENDA ITEM 9.8 – Planning Committee Meeting Minutes

### Minutes of a meeting of the Planning Committee held remotely via Zoom on Monday 1 February 2021 at 6.30pm

**Present:** Councillors Allgood, Baker, Darby, Evans (in part), Jones (Chair), Maybury and Powell

**Attendance:** Amanda Barlow (Clerk) and 0 members of the public

*Apologies: None*

*Absent: None*

1. To receive apologies and reasons for absence.  
*None.*
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. To approve as a correct record the Minutes of the meeting held on 4 January 2021  
*Agreed.*
4. To take Matters arising from the Minutes where these are not covered under the subject headings below  
*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.  
*None.*
6. To consider the following planning applications requiring comments:  
*Cllr Evans joined the meeting.*

<b>SDC Reference</b>	<b>Site Address</b>	<b>Summary Description of Application / Consultation</b>	<b>SDC deadline</b>
21/00006/HOUSE	Bankside Camberwell Lane Ide Hill KENT TN14 6JL	Single storey outbuilding.	02/02/2021

#### **Members resolved in the majority to respond no objection.**

7. To Note the Planning Log  
*Noted.*
8. To review any correspondence:
  - 8.1 To discuss emails regarding the "21 platinum plots in Kent"  
*Noted.*
  - 8.2 Response letter from Sevenoaks District Council  
*Noted.*
  - 8.3 Delegated Decisions list by Parish from 21.12.2020 - 17.01.2021  
*Noted.*
  - 8.4 NALC Consultation Briefing EPC1-21 - MHCLG Consultation on Right to Regenerate to turn derelict buildings into homes and community assets  
*Noted.*
9. Date of next meeting – Monday 15 February 2021 at 6.30 pm.  
*Noted.*

## 9.9 – Planning Application KCC/SE/0495/2018

From: "Westerham Town Council" <office@westerhamtowncouncil.gov.uk>  
Sent: Thursday, 28 January, 2021 15:22  
To: "sundridge and ide hill clerk" <clerk@sundridgewithidehill-pc.gov.uk>  
Subject: Re: Covers Quarry, Westerham  
Dear Amanda

Please see below a link to the KCC application, you need to scroll to the bottom of the page, accept and it will take you to the relevant page.

I am sorry for the short notice, the consultation period is until 26<sup>th</sup> February but I only found out today. The Town Council hopes you will respond again.

There is an additional document posted at

<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0495/2018> ES Addendum dated 13 Jan

### [Planning Register : Kent County Council](#)

Kent County Council. Search and view planning applications – Disclaimer, Copyright Information and Privacy Statement

[www.kentplanningapplications.co.uk](http://www.kentplanningapplications.co.uk)

Please let me know if you have any further queries.

Kind regards

**Angela Howells**

Town Clerk

Westerham Town Council  
Russell House, Market Square  
Westerham. TN16 1RB  
01959 562147  
[ahowells@westerhamtowncouncil.gov.uk](mailto:ahowells@westerhamtowncouncil.gov.uk)  
[office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)  
[www.westerhamtowncouncil.gov.uk](http://www.westerhamtowncouncil.gov.uk)

**10.1.1 Minutes**

**Minutes of an Amenities Committee Meeting  
held remotely via zoom  
on Monday 1 February 2021 7.00pm**

**Present:** Councillors Allgood, Baker (Chair), Darby, Jones and Miller  
**In attendance:** Mrs A Barlow – Clerk and 0 member of the public  
**Apologies:**  
**Absent:** None

*Following the resignation of Steve Nash, Cllr Baker was elected Chair of the Amenities Committee for this meeting.*

1. To receive apologies and reasons for absence.  
*None.*
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. 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 7.1 in confidence.**
4. To approve as a correct record the **Minutes** (enclosed) of the Amenities Committee meeting held on 7 December 2020  
Members resolved to agree the minutes of the meeting of the Amenities Committee on 7 December 2020.
5. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
**None.**
6. **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.  
**None.**
7. **Items for decision and allocation of resources if necessary.**
  - 7.1 To discuss and agree, if appropriate, the next actions with regard to the hire agreements and licences of the Parish Council assets.  
**Members agreed to review the template licence and get a final copy to recommend to the Full Council for adoption.**
  - 7.2 To agree the Lettings Policy for recommendation to the Full Council for adoption  
**Members agreed that the Clerk should draft a policy once the licences have been agreed. (Action: Clerk)**
  - 7.3 To discuss and agree, if appropriate, the next actions with regard to carrying out risk assessments on all the Parish Council's assets  
**Members agreed that the Clerk would allocate a risk assessment schedule for Members and get quotes from Landscape Gardens and the cleaners. Members agreed that the Clerk would check with the insurance company regarding liability. (Action: Clerk)**
  - 7.4 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract  
**Members agreed that Cllr Jones and Cllr Miller would review the contract to put forward to the Full Council meeting for the March meeting. (Action: Cllr Jones and Miller).**
  - 7.5 To agree the priority projects for recommendation to the Full Council 2021-22 budget setting meeting
8. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.  
**None.**
9. **Date of next meeting.** 5 April 2021

The meeting closed at 21.02.

**AGENDA ITEM 10.1.2 – PLAY INSPECTION REPORTS ATTACHED Separately**

**AGENDA ITEM 10.1.3 RISK ASSESSMENTS**

**Risk assessments will need to be carried out by Members monthly. This is as a result of advice from the auditor.**

**The Clerk is seeking advice and confirmation from the insurance companies that Members will not incur any liability.**

**The Amenities Committee will be reviewing a list of assets and risk assessments required.**

## AGENDA ITEM 10.2.1 – GENERAL CORRESPONDENCE

Correspondence 21 01 14 to 21 02 11

1. NALC Chairman - OPEN LETTER TO ALL COUNCILLORS – sent to all Cllrs
2. SDC - [Cabinet - 14 January 2021 - Draft Minutes](#)
3. Streetworks - Ovenden Road, Sundridge - 19th January 2021 (Sevenoaks) – sent to all Cllrs
4. CAGNE AGM 5th February
5. SDC - Development Control Committee – 7 January 2021 – Minutes
6. Gatwick In Touch Newsletter
7. The Rural Bulletin - 19 January 2021
8. COVID-19 update from Landscape Services
9. SDC - STC Climate Change priorities and Hybrid Meeting Equipment
10. SDC - TaxBase figures plus electorates, s137 and total dwellings – sent to all Cllrs
11. KCC Member Briefing - Environment Update January 2021
12. Community Connectors 20 January
13. KALC CEO Bulletin - January 2021
14. SDC - Scrutiny Committee – 12 January 2021 – Minutes
15. SDC - [Cleaner & Greener Advisory Committee – 19 January 2021 – Minutes](#)
16. The Rural Bulletin - 26 January 2021
17. KALC -COVID-19 - SUPPORTING YOUR LOCAL COMMUNITY
18. KALC - KCC Trading Standards Alert - Keep staff and customers safe
19. NALC CHIEF EXECUTIVE'S BULLETIN
20. Gatwick Airport 2nd Runway
21. SDC - [33 \(2019/21\) – Reallocation of affordable gains to support delivery of another project](#)  
[34 \(2019/21\) – S106 affordable housing planning gains spending proposal](#)  
[35 \(2019/21\) – 'Supporting Housing Delivery and Public Service Infrastructure' Government consultation response](#)
22. SDC - Finance & Investment Advisory Committee – 21 January 2021 – Minutes
23. NALC CHIEF EXECUTIVE'S BULLETIN
24. RSN Rural Funding Digest - February 2021 Edition
25. KALC NEWS JANUARY 2021 – sent to all Cllrs
26. SDC - [Development Control Committee – 28 January 2021 – Minutes](#)
27. SDC -[Health Liaison Board – 27 January 2021 – Minutes](#)
28. KALC - Covid-19 - Financial Support Package Local Councils & remote meetings
29. NALC CHIEF EXECUTIVE'S BULLETIN
30. KALC - NATIONAL CSSC Green Message - NCTPHQ - Change of Threat Level - 8Feb 2021
31. Sevenoaks District Council: Sevenoaks District Council celebrates Apprentices!
32. Streetworks - Updated Urgent Road Closure - Wheatsheaf Hill, Ide Hill - 19th February 2021 (Sevenoaks) – sent to all Cllrs
33. The Rural Bulletin - 9 February 2021
34. KALC - KFRS - We're Recruiting New Volunteers
35. SDC - [Standards Committee – 2 February 2021 – Minutes](#)
36. Sevenoaks District Council: Safer Internet Day goes online
37. Gatwick Airport - Press Release February 2021
38. SDC - Housing & Health Advisory Committee – 9 February 2021 – Minutes
39. Community Connectors Newsletter

<https://www.nalc.gov.uk/coronavirus>

**AGENDA ITEM 10.2.2. OFFICIAL COMPLAINT – CONFIDENTIAL NOT TO BE SHARED WITH A THIRD PARTY**

**AGENDA ITEM 10.2.3 – MR & MRS PATON**

-----Original Message-----

From: "David Paton"

Sent: Tuesday, 9 February, 2021 15:41

To: "clerk@sundridgewithidehill-pc.gov.uk" <clerk@sundridgewithidehill-pc.gov.uk>, "John Evans"

<john.evans@sundridgewithidehill-pc.gov.uk>

Cc: "

Subject: Re: Proposal for Temporary Access

Dear Amanda and John,

I wanted to update you and the Parish Council on our current thinking and likely timings regarding Ide Cottage.

Since my last communication we have come full circle and have decided to continue with the works previously approved by the council rather than moving. That said we have also made the decision not to go through the hedge on the green for access and will instead be making use of a route through our existing land. Thank you for the offer but we are both keen to minimise the impact on the village and I suspect this plan would have gone down like a lead balloon.

We will not be replacing all the windows and weatherboards (you may remember our request to do this was declined by the council pending a full planning application) but will be doing repair and refurb work on them all and keeping what we can. We are writing to the council next week to let them know so hopefully they won't have any problems with that.

We plan to start work in the last week of February or 1 March latest and it is expected that the build will take at least six months. Most of the messy and heavy work will be done up front and this will involve moving earth and debris and making use of the lane leading up to the house. I understand there is a plan to consider wooden stakes or similar to prevent impact on the green which is fine but just let me know if there is going to be overlap and I'll let the contractors know.

Jo and I will be moving out for the duration of the project but keeping a close eye on things, probably on a daily basis. Fingers crossed...

One thing I wanted to draw to your attention is our imminent plan to replant the entire hedge at the front with taxus which should blend in well with what we have already. This is an expensive job so if it's a problem in anyway please let me know asap but it will look stunning once completed. We're buying mature 1.6-1.8m plants so I don't anticipate any problems with regards to shielding the green in the short term.

I think that's it for now but let me know if you wanted to chat through any of this.

Kind regards

David and Jo



## **AGENDA ITEM 10.2.4 – CENSUS DAY**

-----Original Message-----

From: "Harjit Goraya" <harjit.goraya63@field.census.gov.uk>

Sent: Tuesday, 9 February, 2021 19:29

To: clerk@sundridgewithidehill-pc.gov.uk

Subject: CENSUS DAY ON SUNDAY 21st MARCH - Please support census 2021 by raising awareness in your community

**Attn.Sundridge with Ide Hill Parish Council**

Dear Amanda

I'm Harj, the local Census Engagement Manager for North West Kent, employed by the Office for National Statistics (ONS) and working in partnership with Sevenoaks District Council to raise awareness of the upcoming Census 2021 - The Census Day is Sunday 21st March.

Following on from my initial email correspondence I sent you at the end of last year, I'm contacting you in the hope you can help raise awareness of census across the local communities in the same way other parish councils in your area are currently doing.

I have included a copy of the Councillor's Handbook and would be very grateful if each Parish Council Councillor was forwarded a copy.

Due to the pandemic, I'm unable to meet in person or engage in community activities, but would be more than happy to do a presentation on Census 2021 for your parish council, and do the same for community groups that would benefit from knowing a bit more about the census. Please let me know your thoughts and we can proceed from there.

More pressingly, I was wondering if you could help with publicising the attached press release and census poster on your communication channels, such as websites, newsletters and also share with any relevant contacts in order for them to spread the word too.

I would also greatly appreciate your support over the next two months to help promote census related material to coincide with the national marketing campaign.

Thereafter, I imagine more media products will be released targeting those who haven't completed the survey to do so and would be very thankful if you could promote that communication as well.

Please also let me know if you have access to social media and are able to share Census 2021 Twitter tweets and Facebook posts and I'll forward you content to share too.

And finally, please see quick links to important census related information:

- ONS official statement: [Census 2021 and Coronavirus](#) to find out why it's important to run the census in 2021 and how the Office for National Statistics is ensuring everyone can be safely counted in the context of the coronavirus (COVID - 19) pandemic
- Get prepared for Census 2021: Take a look at our website: [Census 2021 Website](#) to find out how you can support your local area
- Help ONS promote census jobs by promoting the following link : [Census 2021 temporary jobs](#)

Thanking you in advance and look forward to working with you to help raise awareness about Census 2021 within the local community.

Warm Regards

**Harj Goraya Census Engagement Manager - North West Kent  
Office for National Statistics**

**M. +44 (0)7452 942 703**

**E. Harjit.[Goraya63@field.census.gov.uk](mailto:Goraya63@field.census.gov.uk)**

**Keep in touch:**

**Register for email updates about Census 2021 and/or other areas of ONS Access census information or community partners and local authorities**

## **AGENDA ITEM 10.2.5 -VISION ZERO**

Alongside the KCC consultation on Vision Zero: The Road Safety Strategy for Kent 2020 – 2026 – see <https://kccconsultations.inconsult.uk/consult.ti/visionzero/consultationHome> (**consultation closes at 23:59 on 15 March 2021**), we are running 2

FREE virtual workshops with KCC to provide an opportunity for Parish, Town, Community and County Councillors to discuss the detail of the Vision Zero Strategy.

The first event on 24 February is now sold out, but there are few places still available on the 3 March event. Please go to the KALC website for further details and to book a place.



Dear Customer

**Sundridge Post Office®**  
**144 Main Road, Sundridge, Sevenoaks, TN14 6ET**

**Branch Re-opening**

We are writing to update you on our recent communication informing you that the above branch closed temporarily on Tuesday 5 January 2021 due to unforeseen circumstances. We are now delighted to let you know that we have restored Post Office services to Sundridge on Monday 18 January 2021. Please accept my apologies for the late notification on this occasion.

The service will be operated from the same premises and will offer the same wide range of Post Office products and services. Details of the service are provided overleaf.

I know that the local community will join me in welcoming this good news and hope that you and our customers will continue to use this service. Please feel free to share this information with those in your organisation who you feel would have an active interest in this particular matter.

If you have any questions about this service, please write to me via the Communication and Consultation Team at the address shown below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence".

We're carrying out this notification in line with our Principles of Community Engagement. A copy is available at the end of this letter.

Thank you for your support in restoring a Post Office service.

Yours faithfully

*Samantha Coe*

**Samantha Coe**  
**Network Provision Lead**

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**Branch Details:****Sundridge Post Office**

144 Main Road  
Sundridge  
Sevenoaks  
TN14 6ET

**Opening times**

Monday	09:00 – 17:30
Tuesday	09:00 – 17:30
Wednesday	09:00 – 17:30
Thursday	09:00 – 17:30
Friday	09:00 – 17:00
Saturday	09:00 – 12:30
Sunday	Closed

**Services**

The same wide range of products and services will continue to be available.

**Access and facilities**

This branch has a wide door and level access at the entrance.

**Parking**

Parking is available in front of the premises.

**Distance**

No change - Same location.

---

**To get this information in a different format, for example, in larger print, audio or braille call 03452 66 01 15 or Textphone 03457 22 33 55.**

## **Principles of Community Engagement on changes to the Post Office network**

We are committed to engaging and supporting our customers and their representatives as we make changes to the Post Office network. The following Principles will be adopted when communicating about changes to your local Post Office branch.

We will **Notify** - where we are informing customers of changes around:

- Opening hours
- Temporary closure<sup>1</sup>/ temporary service interruption
- Re-opening of a temporarily closed branch in the same site
- Opening a new branch unrelated to a previous closure
- Location used by a Mobile Post Office within a community

We will display a poster in branch (or nearby if appropriate) to notify customers of the above changes, providing four weeks' notice. Where four weeks' notice is not possible, we will provide notice as soon as we are able to. For temporary closures we will include details of the nearest alternative Post Offices and our customer helpline/textphone.

We will **Engage** - where we are seeking feedback on a decision that has been made on:

- Re-opening of a temporarily closed branch in a new location (where the branch has been closed for more than three months)
- Franchising of a Directly Managed branch in its existing site

While the decision to proceed will have already been made, we will welcome suggestions about specific aspects of the change such as access arrangements and the internal layout. We will provide four weeks' notice or, where extenuating circumstances prevent this, we will provide as much notice as possible.

During this period we will display a poster in branch and provide information online. We will contact locally elected representatives<sup>2</sup>, the Consumer Advocacy Bodies and selected charities<sup>3</sup>, providing clear information on any changes to services or access arrangements at the branch. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.). We will publish the outcome of the engagement online and in branch, providing a summary of key issues raised with a clear response to each and any changes made to our original plans.

We will **Consult** - where we are seeking feedback on proposals prior to a decision being made on the:

- Permanent closure of a Post Office branch<sup>4</sup>
- Permanent relocation of a Post Office branch (including the franchising of a Directly Managed branch to a new site)

We will carry out a six-week<sup>5</sup> local public consultation, informing customers, locally elected representatives, Consumer Advocacy Bodies and selected charities of the proposal. This information will also be made available online and for a Directly Managed branch a press release will be issued to local media. We will ask locally elected representatives to share information with other key community outlets (such as notice boards, local charities, magazines, GP surgeries etc.).

The consultation will ask specific questions on areas where we would like feedback on access to Post Office services and will confirm when the change will happen if the decision is made to proceed. We will provide clear information on any changes to services as well as access to and into the new branch.

We welcome all feedback with the following factors being taken into account in making our decision, which we expect to make within four weeks of the close of consultation:

- Customer access to, into and inside the new or alternative branch/branches with particular regard to vulnerable consumers
- Any local community issues which could be affected by or affect the proposal

At the end of the consultation process we will write to locally elected representatives, Consumer Advocacy Bodies and respondents to the consultation (where practical) to confirm our decision and provide a summary of key issues raised with a clear response to each. This information will be made available online and in branch (where possible).

***These Principles have been agreed with Citizens Advice, Citizens Advice Scotland and the General Consumer Council for Northern Ireland; the independent statutory consumer watchdogs.***

*What to do if you feel these Principles haven't been followed:*

Please get in touch so we can investigate your complaint. We'll explain in our reply whether we believe we have followed our Principles of Community Engagement and will provide you with the contact details for the relevant consumer watchdog (Citizens Advice, Citizens Advice Scotland or the Consumer Council for Northern Ireland) if you're not satisfied with our response. The watchdog will independently assess whether we have followed the Principles of Community Engagement process (rather than the decision itself) and recommend any actions with respect to the complaint.

**postofficeviews.co.uk**  
**comments@postoffice.co.uk**  
**FREEPOST Your Comments**  
**Call: 03452 66 01 15**  
**Textphone: 03457 22 33 55**

<sup>1</sup>We will provide an update to locally elected representatives if the status of the temporarily closed branch has not changed after 12 months.

<sup>2</sup> Locally elected representatives include but are not restricted to the Member of Parliament, Scottish Parliament, Welsh Assembly, or Northern Ireland Assembly, Local Authority Chief Executive, Ward Councillors, Parish or Community Council.

<sup>3</sup> Selected charities are local Citizens Advice, Age UK, Northern Ireland's Disability Action and Northern Ireland's Rural Community Network. All parties referred to in 2 and 3 above are encouraged to share all information with local groups and organisations who they believe have an active interest in changes to their local Post Office.

<sup>4</sup> There may be a small number of cases where due to circumstances outside our control we have no option other than to permanently close a branch in a particular location. In these cases the consultation will seek feedback on alternative Post Office service provision in the area.

<sup>5</sup> If the consultation includes more than four weeks in July in Scotland and Northern Ireland or more than four weeks in August in England and Wales we will extend the period by one calendar week. We will not start any local public consultation during the two-week period which includes the Christmas and New Year bank holidays.



# Your Local parish Monthly Update

January 2021

**Dunton Green & Riverhead. Halstead , Knockholt & Badgers Mount. Brasted, Chevening & Sundridge. Westerham & Crockham Hill**

Dear All.

I hope you are all staying safe and well.

Again, Covid 19 is at the top of the list, as you are all aware, we are now taking a more robust stance against those breaking the covid regulations, and fines are, and will continue to be issued. We are mindful of residents dealing with poor mental health and would encourage them to research on the internet for the appropriate support and to stay in touch with friends and relatives via the phone and/or social media platforms (e.g video calls). We would also encourage those who may know people suffering from this to reach out to them and offer support, even if it is just a simple text.

A reminder of the main regulation we need to abide to:

You must stay at home. The single most important action we can all take is to stay at home to protect the NHS and save lives.

**HANDS FACE SPACE**

Full list of rules and regulation can be found on  
<https://www.gov.uk/coronavirus>

### Dunton Green and Riverhead

Firstly, PCSOs continue to patrol the recreational ground amid reports of youths climbing the fencing and people using the tennis courts, and several young people were spoken to and appropriate actions taken regarding this. There has also been a couple reports of door knockers in the Dunton Green area, knocking on doors under the pretence of an emergency and asking to charge their phone to call someone or wanting a plaster. We would advise that you do not answer the door to anyone you don't know and/or are unsure of, and to report any cases to the police immediately.

### Halstead, Knockholt and B/Mount

We are aware that there are still a few issues at Broke Hill Golf Club with nuisance motorbikes, however we continue to patrol this area and work with the local council and land owner in order to look at improving security to the site and try and clamp down on this issue. There appear to have been a couple of thefts and a report of doorstep fraud/scams in the Halstead area, so we would like to remind residents not to open the door to anyone who they do not know, and to be mindful of why that person is knocking on the door. This also applies to online buyers/sellers on social media (i.e facebook).

### Westerham and Crockham Hill

Unfortunately, we have been dealing with a lot of covid breaches within this area which have been dealt with accordingly, either through fines where appropriate, or words of advice. We have also had a few calls regarding anti-social behaviour and nuisance youths around the Westerham area. There has been a lot of work and evidence gathering by the Community Safety Unit, Local PCSOs and the Problem Solving Task Team. The Problem Solving Task Team are a specially assigned team of PCSOs who work in identified areas of concern across the county and are deployed within communities in order to help solve complex issues, provide high visibility patrols and prevent and reduce crime and anti-social behaviour. As a result, Community Protection Warnings and Community Protection Notices have been issued, which will continue to be monitored and further action taken where necessary, and for the persistent offenders, arrests have been made.

### Brasted, Chevening and Sundridge

We have had reports of covid breaches which have been followed up and action has been taken. Kent Police are currently taking a zero-tolerance approach with covid breaches, and fines have been, and will continue to be issued to those who ignore/breach government covid regulations. Local PCSOs also continue to regularly patrol Toys Hill, Ide Hill and the surrounding area.

Please remember **HANDS, FACE, SPACE** and follow the government guidelines

### **STAY SAFE AND STAY AT HOME.**

PCSOs Sue and Hannah



Don't forget to follow us on Twitter







Email: [csu.sevenoaks@kent.pnn.police.uk](mailto:csu.sevenoaks@kent.pnn.police.uk)



**Kent  
Police**

Call **101** for non-urgent issues.

Call **999** in an emergency.

If deaf or speech impaired text '**police**' and your message to **6066**.

## AGENDA ITEM 10.3 OPERATION LONDON BRIDGE

All Town & Parish Clerks

Tel No: 01732 227  
Ask for: Sarah Robson  
Email: Sarah.Robson@sevenoaks.gov.uk  
My Ref: SR/OLB/TPC040221  
Your Ref:  
Date: 8 February 2021

Dear Town & Parish Council Clerks,

### **Re: Civic Protocols**

It's not a pleasant topic to have to discuss, but none the less, working in local government, it's a topic that needs to be planned for. Following our recent Town & Parish Clerks Forum meeting, I thought that it would be helpful to update you on the current position regarding the instigation of civic protocols following the death of a senior national figure.

We have been contacted by Town and Parish councillors asking how they could be involved and what plans are in place. Although we are keen to involve all local communities, you will be aware that these civic protocols are highly confidential and we are restricted in how they can be shared.

Guidance notes have been produced from those issued by the National Association of Civic Officers (NACO). They set out the protocols to which local Councils should follow and observe on marking the death of a senior national figure and to be observed on the death of the Sovereign, which involves the greatest number of ceremonial elements.

If sadly the Civic Protocol is activated, the District Council has been identified as the local lead authority and will take responsibility for ensuring that the implementation is both coordinated and consistent in the Sevenoaks District, alongside the other Kent and Medway local authorities. Our role is to ensure formal protocols are strictly observed throughout the period - from formal announcement to stand down after the funeral. Our responsibilities include:

- Providing the public with outlets for demonstration of grief and sympathy in a manner that observes formal protocols and maintains respectful conduct.
- Providing accurate and timely information and most importantly to work with partners to ensure cohesive plans are formed and followed.
- Involving local communities and Councillors.

The District Council can provide you and councillors with the reassurance that plans are in place. If plans are formally instigated, we will ensure as part of the communication channels, the district's town and parish councils are swiftly notified to ensure national protocol (e.g. flag flying, Book of Condolence, focal point for grief etc.) and national timelines are followed and local communities are able to join in an act of remembrance.

The Civic Protocols only refer to the formal Book of Condolence managed by a local authority e.g. Sevenoaks District Council, which once closed, will form part of the archive managed by Kent County Council (KCC). The protocols do not refer to other available books of condolence forming part of the KCC archive. However, it is suggested that a book or loose leaf is used in accordance with the guidance. Alternatively, an online book of condolence will be accessible at [www.royal.uk](http://www.royal.uk) and will form part of the national response.

If you would like further guidance and support regarding these formal civic protocols, please contact our lead officer, Trevor Kennett, Head of Direct Services, who oversees emergency preparedness on behalf of the Council. Trevor can be contacted by email: [trevor.kennett@sevenoaks.gov.uk](mailto:trevor.kennett@sevenoaks.gov.uk) or by telephone 01732 227407.

Yours sincerely



**Sarah Robson**

Deputy Chief Executive

Chief Officer People & Places

**2020-21 Parish Council Meeting Dates**

**Parish Council Meetings – Mondays at 7pm**

**During the Covid19 pandemic all meetings will take place remotely via zoom**

18 May	via Zoom
15 June	via Zoom
20 July	via Zoom
21 September	via Zoom
19 October	via Zoom
16 November	via Zoom
<b>2021</b>	
18 January	Zoom
15 February	Zoom
15 March	Zoom
19 April	Zoom/venue to be confirmed
17 May	Zoom/venue to be confirmed

**2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall**

**Amenities Committee Meetings  
Mondays at 7pm**

7 December 2020

**2021**  
1 February 2021

**Finance Committee Meetings  
Mondays at 7pm**

12 October 2020  
9 November 2020

**2021**  
7 January 2021

**Planning Committee Meetings**

**2020**  
Monday 19 October 2020 at 6.30pm  
Monday 2 November 2020 at 6.30pm  
Monday 16 November 2020 at 6.30pm  
Monday 7 December 2020 at 6.30pm  
Monday 21 December 2020 at 6.30pm

**2021**  
Monday 11 January 2021 at 6.30pm  
  
Monday 1 February 2021 at 6.30pm  
Monday 15 February 2021 at 6.30pm  
Monday 8 March 2021 at 6.30pm  
Monday 15 March 2021 at 6.30 pm

## 2021-22 Parish Council Meeting Dates

### Parish Council Meetings – Mondays at 7pm

**During the Covid19 pandemic all meetings will take place remotely via zoom**

#### **2021**

19 April	Zoom/venue to be confirmed
17 May	Zoom/venue to be confirmed
21 June	Zoom/venue to be confirmed
19 July	Zoom/venue to be confirmed
20 September	Zoom/venue to be confirmed
15 November	Zoom/venue to be confirmed

#### **2022**

17 January	Zoom/venue to be confirmed
21 February	Zoom/venue to be confirmed
21 March	Zoom/venue to be confirmed
	Zoom/venue to be confirmed

**2021 Annual Parish Meeting – Wednesday 12 May 2021 - Sundridge Village Hall**

#### Amenities Committee Meetings Mondays at 7pm

**2021**  
5 April 2021

#### Finance Committee Meetings Mondays at 7pm

**2021**  
10 May 2021

#### Planning Committee Meetings At 6.15 pm

2020  
5 April 2021  
19 April 2021  
10 May 2021  
17 May 2021  
7 June 2021  
21 June 2021  
5 July 2021  
19 July 2021