

Ide Hill Village Hall commencing at 7.30pm on Monday 21 November 2022

AGENDA

1. Apologies and reasons for absence.

Apologies received from Cllrs Maybury, Jones and Banbrook.

3. Report from County & District Councillors

District Report

Cllr Keith Bonin

Report to Sundridge with Ide Hill Parish Council

21 November 2022

Sevenoaks District Council News:

New Local Plan

Residents are being asked for their views on 'Plan 2040' the new Local Plan, which will provide new infrastructure to meet the future housing and economic needs of the Sevenoaks District.

Sevenoaks District Council's new Local Plan will manage what can be built and where up to 2040.

In order to protect the District's much cherished Green Belt, the Plan focuses growth in existing towns, promoting the most efficient use of land and the reuse of Brownfield sites.

It includes proposals for new homes, protecting business space and supporting the District's high streets as well as new facilities such as schools, health centres and transport. Crucially it aims to protect the District's character and environment.

At the heart of the new plan is a vision underpinned by three principles: the creation of healthy communities, delivering the Council's net zero 2030 commitment and seeking design excellence for all new developments.

Residents can view the new Local Plan and have their say at www.sevenoaks.gov.uk/plan2040.

Copies of the new Local Plan will be available at the Council's offices in Sevenoaks and at libraries throughout the District.

The Council is also running three drop-in sessions where local people can find out more about the new Local Plan and have their say.

The drop-in sessions are taking place on the following dates and locations:

- **Edenbridge** - Wednesday 30 November 2022 - 2.30pm to 5pm and 5.30pm to 8pm - Edenbridge Leisure Centre, Stangrove Park, TN8 5LU
- **Sevenoaks** - Tuesday 6 December 2022 - 2.30pm to 5pm and 5.30pm to 8pm - Sevenoaks District Council Offices, Argyle Road, TN13 1HG
- **Swanley** - Thursday 8 December 2022 - 2.30pm to 5pm and 5.30pm to 8pm - The Alexandra Suite, St Mary's Road, BR8 7BU
- **Online** - Wednesday 4 January 2023 - 2.30pm to 5pm and 5.30pm to 8pm - visit www.sevenoaks.gov.uk/plan2040 nearer the time.

The consultation is open until 11.59pm on Wednesday 11 January 2023.

With kind regards,

Keith

5. 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.

Clerk is recommended items

8.4 – Precept

9.1.3 – SVH Hiring Rates

10.1 – Social Club lease

6. To approve as a correct record the **Minutes** of the Parish Council meetings held on 3 October 2022

Minutes of Full Council Meeting held on Monday 17 October 2022
at Sundridge Village Hall at 7.30pm

Present: Councillors Allgood, Baker, Banbrook, De Bono, Evans (Chair), Fribbens, Maybury and Miller

Apologies: Councillors Jones and Powell

Attendance: Cllr Keith Bonin (District), Cllr Chrissie Rogowska (Brasted Parish Council), Amanda Barlow (Clerk) and 5 members of the public (in part)

2. To receive apologies and reasons for absence.

Apologies were received from Cllrs Jones and Powell.

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

None.

4. Report from County & District Councillors

County

Cllr Chard had contacted the Chair and advised that Covers Farm has been delayed and will not be deliberated on until December.

Speeding – Cllr Evans advised he has had a lot of complaints about speeding.

District – Cllr Keith Bonin

Cllr Bonin discussed the proposals for a 20mph speed limit around Sevenoaks. He explained that Tonbridge had reversed their decision on 20mph zones on A roads as there was so much opposition. There was also a proposal for a one way system around the war memorial and for a cycle lane. These proposals are quite expensive. There is a link on Cllr Bonin's report to the proposals.

Concerns were raised about a plot of land on New Road that had been advertised as slots for sale. The District Council has put a Section 4 which means the owner has to get planning permission for even a fence etc.

There is a new waste collection rounds starting this week. SDC has announced the annual grants for charities across the District. There is a new application process for grants for up to £1,000. Applications are open until 3 November 2022.

There was a CIL meeting and Cllr Bonin recommended Cllrs looked at the applications. The Clerk confirmed that she and members of the Finance & Personnel Committee had already done so.

Members advised Cllr Bonin about the issues with the accidents in the Sundridge area. It was agreed that the Clerk would send details of the accidents with Cllr Chard.

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.
- Cllr Rogowska (Brasted PC) advised that speed cameras were only ever granted on a temporary basis and Brasted PC have asked that Highways consider leaving them in their current position.
 - Katie and Alice – residents who live at Goathurst Common. They advised that some residents and friends of Goathurst Common would like to refurbish the existing area, for children to play in, for teens and a place for picnic and possibly growing area. It would be an inclusive area and community focused keeping the area green and harmonious as possible.

The following members of the public spoke on behalf of the Sundridge & Brasted Social Club

- Graham Hughes – Vice Chairman, Sundridge & Brasted Social Club Committee
 - Ian -Tax Consultant
 - Cllr Chrissie Rogowska (Brasted Parish Council)
-
- i. There have been significant changes to the Committee
 - ii. The Club want to work with the Councils
 - iii. Decking has been removed and there is a new large patio
 - iv. Fencing between the Club and adjacent house has been erected
 - v. New furniture has been ordered
 - vi. Full CCTV system to help with security
 - vii. Membership – 150 – 30 members from Brasted and a new member from Ide Hill
 - viii. Ian is doing the accounts and ensuring they comply with legislation
 - ix. There is an external book keeper
 - x. Inaugural summer season of the Bat and Trap and Club hosted final session
 - xi. Men and Ladies Darts and snooker takes place regularly
 - xii. Joint events with local groups
 - xiii. Couple of projects to do – revamp of the front and the alley at the side, revamp of the toilets – and looking at installing a disabled toilet.
 - xiv. Resolve the lease issue and they are happy to have a break clause.

Graham hope that the Club is now serving both community and has improved the situation.

Cllr Chrissie Rogowska (Brasted Parish Council) advised:

- i. Working Party had a meeting at the Club.
- ii. Brasted Parish Council had resolved to offer the Club a 40 year lease with the peppercorn rent.
- iii. It is now up to Sundridge with Ide Hill Parish Council to agree the lease.
- iv. Chrissie thanked the Sundridge and Brasted Working Party who worked extremely well together.

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.

None.

10. Items for discussion, agreeing and noting

10.1 Planning

10.1.1 Planning Applications

KCC/SE/0166/2022 Dunbrik Waste Transfer Station, Main Road, Sundridge, Sevenoaks, Kent TN14 6EP

Section 73 application for the temporary relaxation of condition 13 of planning permission SE/90/1302 to permit operation of the Waste Transfer Station over the Christmas/New Year Bank Holidays (Tuesday 27 December 2022, Saturday 31 December 2022, Monday 2 January 2023 and Saturday 7 January 2023) to support the local kerbside waste collection service over this period

Members resolved not to object to this as its intention is to make collection over the festive period easier.

22/02602/HOUSE	Shaw Lodge Church Road Sundridge Sevenoaks Kent TN14 6AU	Proposed side extension, basement extension and alterations including solar panels to roof. Formation of new vehicular access and driveway, and closure of existing
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Members resolved to object as the building is not with the 50% ruling.

22/02043/HOUSE	1 Yorks Hill Farm Cottage Yorks Hill Ide Hill Sevenoaks Kent TN14 6HY	Demolition of existing ground floor extension, workshop/store, original store and summerhouse; erection of part ground, part first floor side extension; erection of part ground, part first floor rear extension with associated works. Internal works. Fenestration alterations
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Members resolved to respond no objection.

10.1.2 Shared Rural Network Pre-Application Telecommunications Installation: CTIL_30082300 LAND AT STUBBS WOOD CAR PARK

Cllr Bonin advised that he would respond how the Parish Council would like him to. The only issue he had was that the tower was lattice structure and a pole would be better. The style of the structure needs to reflect that it is situated in an AONB.

10.1.3 Planning Log Noted.

6. To Co-opt a new Member to the Parish Council to represent the Sundridge ward

Members unanimously resolved to co-opt Zoe Collins as Members of the Parish Council to represent the Sundridge ward.

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 3 October 2022

Members resolved to agree the minutes of 3 October 2022.

8. **To take Matters arising** that are not covered by the Agenda Items below.

6.7.5 Defibrillators – The Clerk gave an update on the defibrillators.
Members resolved to agree that if the defibrillator cannot be affixed to the shop wall it should be put on the wall at the White Hart.
Members asked the Clerk to contact the Ide Hill Pre-School and advised that the defibrillator is not suitable under 8.

9. Finance & Personnel items for decision and noting

9.1 Insurance

9.1.1 Valuation of assets
Noted.

9.1.2 Renewal of Policy

Members resolved that the Insurance Schedule should be updated to include the valuations and the Clerk should advise Members of the new premium.

9.2 Utility Aid

Cllr Maybury discussed his concerns and Members agreed that he should investigate further and that the Finance & Personnel Committee should make a decision on a provider.

9.3 Bank Accounts

Members resolved that the Village Hall account and the Stubbs Wood account should be transferred into the Unit Trust Bank account.

9.4 Items Paid and Payable

Members resolved to agree to the Items Paid and Payable as at Appendix A.

9.5 Finance & Personnel Committee Meeting – Wednesday 19 October 2022

Noted.

10.2. Sundridge Village Hall

10.2.1 Storage facility

The Clerk advised that the shed had been ordered and she is awaiting the invoice.

10.2.2 Renovations and improvements

Members resolved to agree to an electrical survey at a cost of £400. Members agreed that the Amenities Committee should discuss the improvements.

10.3 Sundridge and Brasted Social Club

10.3.1 Update following in person meeting of Working Party on 5 October 2022

Members resolved in the majority to renew the original lease for 40 years with the peppercorn rent and that the lease should include a break clause as per resolution made by Brasted Parish Council and asked the Clerk to get a draft lease drawn up in conjunction with the Clerk at Brasted.

10.3.2 Insurance valuation

Members agreed that the Clerk should confirm with the Clerk at Brasted Parish Council that the Club should be advised that the insurance valuation needs to be adjusted.

10.4 Sundridge Recreation Ground

10.4.1 Notes of Meeting on 10 October 2022

Noted.

10.4.2 Planning Permission

Members resolved to give Ide Hill & Sundridge Football Club permission to place a container on the site, grasscrete to extend the car park and to put in additional floodlights.

10.4.3 Renovations

Members noted that the boiler needed repair so there could be hot water. **Members agreed that an electrical survey should be carry out at a cost of £600.**

10.5 Goathurst Common

10.5.1 Go Fund me page

Members agreed that the Clerk should write to the resident and ask that the page be taken down.

10.5.2 Renewal of play equipment

Members resolved to agree to set up a working party with Cllr Martyn Fribbens leading the group.

10.6 Streetlighting

It was noted that Ken Bonner of Streetlights would attend the next meeting.

Cllrs Baker & Miller left the meeting.

10.7 Darent Valley Landscape Partnership Scheme - Sundridge Public Footpaths

Members agreed Cllr Evans should discuss the path with the DVLP.

10.8 Communications/Events

10.8.1 Remembrance Sunday

Noted.

10.8.2 Christmas

Members resolved that the Clerk should order two Christmas trees for each village and then there would be an additional Christmas budget of be £400 for Ide Hill and £600 for Sundridge.

Members resolved that Fundridge could use Coronation Gardens on 27 November 2022.

10.9 Correspondence

10.9.1 To note general correspondence.

Noted.

10. Date of next meetings

Monday 21 November 2022 at 7.30pm Full Council Meeting at Ide Hill Village Hall

Monday 5 December 2022 at 7pm Full Council Meeting at Sundridge Village Hall
followed by Christmas Social

7. **To take Matters arising** that are not covered by the Agenda Items below.

8.6.7.5 Defibrillators – update at meeting

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

8.1 To receive a report from the RFO on the accounts to 30 October 2022

RFO will deliver a report at the meeting and will provide paper copies of the accounts.

8.2 Items Paid and Payable

Items Paid 1 November to 21 November 2022

**Sundridge with Ide Hill Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
146	Parish mobile telephone	01/11/2022	Mobile	Mrs A C Barlow	X	19.00		19.00
142	Parish Zoom account	01/11/2022	Zoom	Mrs A C Barlow	S	11.99	2.40	14.39
143	Parish WiFi (Clerk)	01/11/2022	WiFi	Mrs A C Barlow	X	10.00		10.00
153	Email address hosting ch	09/11/2022	New Cllr email address	Vision ICT	S	18.00	3.60	21.60
154	Photocopier and photoco	09/11/2022	Photocopier rental	KCC	S	58.10	11.62	69.72
158	Training	09/11/2022	Training	KALC	S	35.00	7.00	42.00
151	Repairs	09/11/2022	Streetlights	Streetlights	S	117.25	23.45	140.70
156	Grass cutting	09/11/2022	Grass cutting Payment 3	Commercial Services	S	3,489.84	697.97	4,187.81
157	Maintenance Contract	09/11/2022	Streetlighting Contract 22-23 Payment 2	Streetlights	S	1,153.07	230.61	1,383.68
152	Conveniences supplies	09/11/2022	Toilet rolls	Goldservice	S	23.43	4.69	28.12
160	Energy Costs	09/11/2022	Gas	Calor Gas	L	11.98	0.60	12.58
162	Electricity and Gas	09/11/2022	Electricity	British Gas	L	701.34	35.07	736.41
163	Cleaning	09/11/2022	Cleaning	Val & Sander Reytenbacl	X	180.00		180.00
164	Conveniences cleaning	09/11/2022	Cleaning	Val & Sander Reytenbacl	X	500.00		500.00
167	Dog Bins	09/11/2022	Dog Bins April to June 22	Sevenoaks District Counc	S	504.40	100.88	605.28
168	Energy Costs	09/11/2022	Electricity Aug to October 22	EDF Energy	L	295.91	14.80	310.71
155	Remembrance Sunday	09/11/2022	Poppy wreath	Royal British Legion	X	70.00		70.00
159	Insurance Policy	09/11/2022	Additional Insurance Premium	Zurich Municipal	X	240.95		240.95
150	Car Park	09/11/2022	Shed	Garden Buildings Direct	S	732.50	146.50	879.00
132	Defibrillators	10/11/2022	Defibrillators x 2	Defib Machines Ltd	S	1,133.00	166.60	1,299.60
133	Defibrillators	10/11/2022	Defibrillator Case x 2	Defib Machines Ltd	S	803.00	160.60	963.60
148	Running Costs	10/11/2022	Padlock	Dominic Rossi	X	22.00		22.00
149	External Auditor	10/11/2022	External Audit 2021-22	PKF Littlejohn LLP	S	300.00	60.00	360.00

Items received

21 October to 21 November 2022

21 November 2022 (2022-2023)

**Sundridge with Ide Hill Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
50	Income Wood	21/10/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
49	SDC CIL	28/10/2022	CIL	Sevenoaks District Counc	X	2,964.65		2,964.65
51	Income Wood	04/11/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
52	Income Wood	11/11/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
53	Income Wood	18/11/2022	Dance hall hire	Mr & Mrs Wood	X	24.00		24.00
Total						3,060.65		3,060.65

8.3 CIL Payment



FAO Parish/Town Clerk

Sundridge Parish Council

By Email Only

Tel No: 01732 227000

Ask for: Planning Policy

Email: cil@sevenoaks.gov.uk

My Ref: CIL/P15

Your Ref:

Date: 20 October 2022

Dear Clerk,

NOTICE OF PAYMENT

SEVENOAKS DISTRICT COUNCIL'S COMMUNITY INFRASTRUCTURE LEVY (CIL) THE COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED)

The Council continues to collect CIL contributions from qualifying development across the District. During period 15 (April to October 2022 inclusive) **£11,858.59** in CIL contributions has been collected from development within your parish/town.

In line with the CIL Regulations 2010 (as amended), the Town/Parish Council are entitled to following a proportion of the CIL contributions collected:

Definition	Type of payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you	£1778.79
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of all the CIL monies secured in your area at the highest rates set out in the CIL charging schedule.	£1185.86
	TOTAL	£2964.65

Please note that your CIL entitlement will be paid to your account by 28th October 2022.

Chief Executive: Dr. Pav Ramewal

Council offices
Argyle Road
Sevenoaks
Kent TN13 1HG

t 01732 227000
e information@sevenoaks.gov.uk
DX30006 Sevenoaks
www.sevenoaks.gov.uk



INVESTORS
IN PEOPLE

Platinum
Until 2022

A full list of planning applications which have contributed to this payment can be viewed on our interactive CIL tool which can be found on our website.

(https://www.sevenoaks.gov.uk/info/20075/community_infrastrucure_levy/285/what_is_cil_and_when_does_it_apply)

Please note:

A - the money received under **Payment A** can only be spent on the following:

- i) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- ii) Anything else that is concerned with addressing the demands that development places on an area.

B - The money received under **Payment B** can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure **only**.

Recording CIL

All contributions that are passed to the Town/Parish Council, must be spent and recorded as described currently in regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended). This means you must:

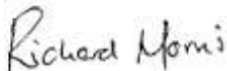
- Publish a report on your website.
- Or on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year.

Please note this CIL payment needs to be declared on the CIL annual report for April 2022-March 2023.

Important: If the monies are spent incorrectly or are not spent within five years of receipt, Sevenoaks District Council will serve the relevant notice on you and ask for the money to be returned.

If you have any queries, please contact the Planning Policy Team by either emailing CIL@sevenoaks.gov.uk or please call 01732 227000.

Yours faithfully,



Richard Morris
Deputy Chief Executive
Chief Officer - Planning & Regulatory Services

8.4 Precept 2023/24

As the budget will need to be set in January 23 and Members will need to agree the precept by 31 January 2023 Members need to consider how the precept should be set for 23/24.

Here is the paper from last year. SDC will issue the Clerk with the tax base but probably not till the middle/late December.

Precept Calculations

Actual 2021/22

Precept £65,000

Council tax base 928.01

$65000/928.01 = £70.04$

Precept 2022/23

Precept £65,909

Council tax base

$£65,909/941.03 = £70.04$

Expenditure: £93,120

Less

Income: £27,211

£65,909 = Precept

**Minutes of the Finance Committee Meeting
held at Sundridge Village Hall on 19 October 2022, 7.30pm**

Present: Councillors Allgood, Baker, Banbrook, Evans, Maybury (Chair) and Miller
Apologies: Cllr Powell
In attendance: Amanda Barlow – Clerk and 0 members of the public

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr Powell.

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

None

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

None

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

None.

5. To approve as a correct record the **Minutes** (enclosed) of the Finance Committee meeting held on 25 July 2022

The Clerk advised that the minutes could be agreed at the next Full Council Meeting on Monday 21 November 2022.

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

All matters were covered by the items listed below.

7. **Items for decision, discussion and/or allocation of resources if necessary.**

7.1 Review of 2022/23 budget

Members reviewed the budget and agreed that it was on track. There were discussions about the precept and asked the Clerk to include the Precept on the November Agenda.

7.2 Review Financial Position of Parish Assets (income generating)

7.2.1 Ide Hill Public Conveniences

Noted.

- Castle Water Bill

The Clerk advised that there has been no response to the letter sent by the Parish Council and Members agreed that the Parish Council should start paying for the current usage.

7.2.2 Sundridge Village Hall

Noted.

- British Gas Bill

The Clerk advised that a large bill had been received but she had been unable to contact British Gas to get clarity.

7.2.3 Sundridge Recreation Ground

Noted.

7.2.4 Stubbs Wood

Noted.

7.3 Policies

7.3.1 Reserves Policy

Members noted the Policy.

7.3.2 Code of Conduct

It was agreed this was not an item for the Finance & Personnel Committee.

7.3.3 Review of Financial/Personnel Policies

Following on from the Finance Conference it was agreed the Clerk would check the list of policies required for a Gold Star Council and the Council should aim to get these in place.

7.4 Bank Accounts

7.4.1 Review of bank accounts and names

Members agreed that the accounts should be named as follows:

1. Working Capital Account
2. General Reserves
3. Earmarked Reserves
4. Stubbs Wood Ring Fenced Account

7.4.2 Agree amounts to be put in reserves accounts

Members agreed that the amounts for the reserve accounts would be agreed once the monies had been transferred from the Nat West accounts and the VAT reclaim had been received.

7.5 Utilities Aid

Members agreed that the Clerk should get quotes from two brokers, Utility Aid and ESS.

7.6 Insurance

Members agreed that the Clerk should look at a contractor to help with risk assessment.

8. Update from KALC Finance Conference

The KALC Finance Conference had taken place earlier in the day. Cllr Maybury and the Clerk had attended. The Clerk will circulate the slides from the meeting.

9. Date of next meeting

TBC.

8.6 To note the revised insurance policy

Attached separately

9. Items for discussion and if appropriate, agreement, from the Amenities Committee Meeting

9.1. Sundridge Village Hall

9.1.1 Renovations and improvements for the hall

9.1.2 Utilities

9.1.3 Hiring rates of the hall from April 2023

The Amenities Committee discussed at length the Village Hall to improve its appearance and reduce costs:

The following was agreed (under the Committee's remit to spend up to £1,000).

9.1.2 Utilities

It was agreed that a plumber should be instructed to service the boiler and "flush" out the system. It was agreed that the Clerk should then get a NEST system installed. Total cost £500.

This should be done as soon as possible to limit the heating being left on which has caused a huge increase in usage of the gas.

9.1.1 Renovations

Members reviewed 3 quotes to paint the hall and replace the curtains and agreed to recommend to the Full Council that Members agree that the hall should be redecorated at a total cost of £12,000.

The majority of this will be covered by the £9,600 from the Village Hall account which has now been transferred to the Parish Council main account.

9.2 **Bowsers Meadow**

Cllr Allgood advised of the results of the survey and all agreed that Bowsers Meadow is in a very poor state.

It was agreed that a working party should be formed to look at the renovations/new playground lead by Cllr Allgood.

Members recommend that the Full Council allocate the £3,000 of CIL funding together with £5,000 to the project.

9.3 **Goathurst Common**

Cllr Fribbens advised that he is meeting with the working party in December and would ensure that they were aware that any plans need to be agreed by the Council.

Members recommend that the Full Council allocate £3,000 to the project.

9.4 **Ide Hill Recreation Ground**

It was agreed that 2 new picnic benches should be purchased (the old ones on the rec belong to the pub). The Clerk advised that the hedges are being cut at a cost of £100.

9.5 **Ide Hill Green**

Cllr Miller was not at the meeting so will give an update at Full Council.

9.6 **Highways**

The Clerk advised that Highways are no longer operating a Highway Steward system. Members agreed that the HIP should be redone and have one priority for Ide Hill and one priority for Sundridge. The HIP should then be sent to Cllr Chard to ask for assistance in moving forward the two priority projects.

**Minutes of an Amenities Committee Meeting
held at Sundridge Village Hall
on Wednesday 16 November 2022 7.00 pm**

Present: Cllrs Allgood (Chair), Baker, Collins, De Bono and Fribbens
In attendance: Mrs A Barlow – Clerk and 0 member of the public
Apologies: Cllr Miller and Jones

1. To receive apologies and reasons for absence.
Apologies were received and accepted from Cllr Miller and Jones
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
None.
3. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.

None.
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

Members resolved to discuss Agenda Item 7.2 in confidence.

5. To approve as a correct record the **Minutes** (enclosed) of the Amenities Committee meeting held on 7 February 2022

Members resolved to agree the minutes of the meeting on 7 February 2022.

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

7.1 Projects for 2021/22

Members agreed that the Clerk should confirm the order as follows for benches:

 Ide Hill Green – one new bench – with a commemorative plaque
 Ide Hill Recreation Ground – two new picnic tables

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

7.1 Sundridge Assets

7.1.1 Bowser's Meadow

Cllr Allgood gave an update following a survey on Bowsers Meadow.
Members agreed that a working group should be put together to look at the options lead by Cllr Allgood.

Members agreed to recommend to the Full Council that the Council commit to putting the £3,000 CIL money and £5,000 earmarked reserves.

7.1.2 Sundridge Village Hall

- The shed is arriving at the hall tomorrow.
- Cllr Allgood advised on following items with regard to the Village Hall.

Members resolved that a plumber should be appointed to service the boiler and install a Nest system.

Members agreed to recommend to the Full Council that the repairs are undertaken at a maximum of £12,000.

Members agreed on the hiring rates increase.

7.2 Ide Hill Assets

7.2.1 Goathurst Common

Cllr Fribbens advised that the working group is meeting on 1 December 2022.
Members agreed that the goal posts do not need replacing but the nets need replacing.
Members agreed that the picnic bench should be removed. The dog bin should be removed.
It was agreed that the Clerk should contact Landscape services to quote for tidying up Goathurst Common.

It was agreed that Cllr Fribbens would advise members of the working party that all plans would need to be agreed by the Parish Council.

Members agreed to recommend that £3,000 would be

7.2.2 Ide Hill Recreation Ground

Members agreed that 2 new picnic benches should be placed on the recreation ground.

7.2.3 Ide Hill Green

Cllr Miller had given apologies.

7.3 Highways

It was agreed that the Clerk would email Cllr Chard with the issues of the pedestrian crossing, the flooding of the road and the barriers.

7.4 Defibrillators

The Clerk advised that she had asked John Banbrook to wire in the defibrillators and would advise when both were installed and working.

- 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.** TBC

10. Items for discussion, agreeing and noting

10.1 Sundridge and Brasted Social Club - Confidential

10.2 Streetlighting

To receive a report from Streetlights and agree any actions, if appropriate.

Excel spreadsheet of lights attached separately.

Sundridge – Service Inspection Report 2022

- 2 – Broken Mains cut-out. (UKPN £191 without excavation £1,022 with excavation)
- 4 – Vandalised lantern. (£350 + Vat.)
- 5 – Missing lantern and pole bracket (just the broken plate remains on the column). (£485 + Vat.)
- 6 – Broken Mains cut out. New standard 5m round cornered door required. (UKPN £191 without excavation £1,022 with excavation) (Door £105 + Vat.)
- 10 – Wrong door fitted. (£105 + Vat.)
- 13 – No Secondary Isolation. Vandalised diffuser and refractor (top entry concrete column). New door required. (New Column Required – £1300 + Vat., refreshed UKPN quote required)
- 14 – New Swan neck required – heavily corroded joint with a hole at the joint. (£260 + Vat.)
- 19 – **SEVERE ISSUE** - New column required – heavily corroded at the base with a hole covering at least a quarter of the column. No Secondary Isolation. (£1300 + Vat. + UKPN)
- 22 – **SEVERE ISSUE** – New Swan neck required – heavily corroded joint with multiple holes covering over a quarter of the column. (£260 + Vat.)
- 32 – NOTE ONLY - Column has started to thin below the door recess, very minor at this stage.
- 35 – Swan neck needs to be re-positioned facing forwards if the grub screws can be undone. The now pruned branches have forced it round to an angle of forty five degrees to the road. (£41.25 or £260 + Vat.)
- 36 – This was the hit pole bracket & pole box. No Secondary Isolation and the pole box has no Earth. Pole box door is missing its locking wingnut & bolt. Pole box thread connection to the pole bracket has snapped and the hanging box is now temporarily screwed to the pole. The chaffed cable to the lantern needs replacing. New pole box and bracket required. SRL diffuser is heavily discoloured and cracked. (£740 + Vat.)
- 44 – Heavily corroded Swan neck joint also has a large hole in it – new Swan neck bracket required. Heavily discoloured SRL diffuser. (£610 + Vat.)
- 50 – Requires a link between Neutral and Earth in the Secondary Isolation unit to upgrade the Earth path to the column. (£41.25)
- 53 – The bottom of the flat drop lock door is rusting away (top entry concrete column). (£1300 + Vat. + UKPN)
- 54 – Concrete chunks missing from the off the end of the concrete top entry arm. (£1300 + Vat. + UKPN)
- 55 – No Secondary Isolation – no room. Neck joint heavily thinned by corrosion but is still solid. (£65 + Vat.)
- 56 – New Swan neck required – multiple holes in the joint caused by heavy corrosion. (£260 + Vat.)
- 57 – Day burning. No Secondary Isolation. No Neutral block. Earth upgrade required. Ladder column that is hard to reach the lantern on. Suggest Swan cut off and post top adapter used with any lantern change, which would suit the location much better too. (£391.25 + Vat.)
- 61 – No Secondary Isolation and the column Earth needs upgrading. (£100 + Vat.)
- 63 – Pole box has no Earth. (£35 + Vat.)
- 66 – Pole box is missing the lock bolt and wing nut. (£25 + Vat.)

SRL lanterns on the following columns have very heavy/badly broken down fibreglass cases - 21, 22, 26, 35, 36, 39, 41, 44, 46, 48, 49, 52, 55, 56, 58, 59, 65 & 66. These should therefore be considered for the next batch of lantern replacements.

10.3 Stubbs Wood

10.3.1 To agree the notes of the meeting held on 20 October 2022

Stubbs Wood Management Advisory Group (SWMAG) Meeting 20th October 2022 at 5pm Report

Attendance at Ide Hill Village Hall: Tim Saunders, Richard Don, Dom Rossi, Caroline Lingham, Martyn Fribbens, David Miller, Donald Baker (Chair).

Late: Russell Maybury arrived at 6.25pm.

Apologies Stephen Palmer

Agenda: To discuss the following topics and assess the way forward for the next financial year 22/23 setting out the necessary recommendations for the Parish Council.

- 1) Welcome.
- 2) Tim Saunders (Consultant.) to present his report and to respond to questions raised on the spreadsheet sent on the 5th October.
- 3) To discuss a proposed action plan to be recommended to the PC prioritising work required to move forward as set out in the Man. Plan and the Stewardship Grant.
- 4) Grants available to reimburse proposed expenditure on signage and Notice Board. (Caroline).
- 5) Volunteer Working Party – Insurance, Risk assessments etc..
- 6) Budget
- 7) A.O.B

1) Welcome:

Chairperson Cllr Baker welcomed everyone to the meeting and asked everyone to introduce themselves to our guest Tim Saunders.

2) Tim Saunders Report:

Tim Explained that his report had pulled together the 3-year review to the Stewardship Grant which needs to be undertaken in order to comply with the grant scheme and not be in danger of losing the grant payment.

Tim explained that there was approx. 50% of the agreement undertaken to date however the PC only have 1 yr left on the agreement to complete the work. The consequences following an inspection by the RPA would be to reclaim the grants unless sufficient work could be undertaken to show that the PC has endeavoured to catch up.

To date the two areas designated as a Site of Special Scientific Interest (SSSI) east and west of the car park, were last assessed by Natural England in 2013 as favourable (but needs to be managed to improve and maintain condition) and unfavourable respectively.

Stubbs Wood - CS 808440 Monitoring Report Map 1 of 1 (2).pdf

There are five main tranches to the report which were explained by Tim referencing the areas on the above map:

A) Invasive species: - Rhododendrons, Cherry Laurel, Pine and Deer.

Areas coloured grey on the plan where there is a heavy collection of these invasive species which require to be removed by cutting the trees/bushes down to ground level and then to commercial treat the stumps after 2 years to prevent regrowth.

A/P No 1: It was agreed that the volunteers working party would be able to tackle the areas coloured grey on the above map near Hanging Bank. Brushwood and trimming to be recycled within the undergrowth and left to rot and herbicide sprayed in 2 yrs time.

A/P No 2: The PC require a Deer Management Plan and although not thought to be an immediate priority a plan requires to be in place for the Stewardship Grant. Russell Maybury agreed to draft a suitable Deer Plan using the Deer Initiative Plan provided on the internet and reviewed by the SWMAG and the Consultant prior to presenting to the PC.

B) Upgrading to the rides:

The orange lines in the above Map denote the rides which have been included in the Stewardship Grant. The recommendation is to widen the rides using a two zone 6 - 8 metre ride with verges and pinch points.

Tim recommended that the ride in the western side of the woods should be reviewed and incorporated into the coppicing/thinning operations with the ride to the -south of the Orange line substituted for the upper ride on the map. This will need to be agreed with the RPA as part of the 3 yr review. A lengthy discussion took place on the merits of this work and alternatives however it was agreed to take the following action:

A/P No 3: To apply to the ROA and seek agreement to the alteration of the upper ride to the lower ride to be undertaken by Tim S.

A/P No 4: To endeavour to include the tree felling along the length of the rides to be incorporated into the tenders for the coppicing work in the red areas.

C) Coppicing areas

The areas that require coppicing are shown hatched red on the Map which is an area in each of the east and west parts of the woods.

Tim shared with us that contractors are not interested in areas of woodland which cannot provide 500 tons of commercial timber. Coppicing normally provides approx.. 80 tons per acre and thinning 20 tons per acre which means that if the work is to be tendered then contractors will require at least 6.5ac of commercial woodland to make it worth their while. It costs approx.. £1500 to bring a harvester to the site.

However, Tim S also manages several woodland areas in the immediate vicinity of Stubbs Wood which may provide some flexibility and cost savings (economies of scale) if he was able to employ a contractor who is already harvesting in the area.

A/P No 5: Tim S will provide an estimate of his fees to write suitable tender documents to employ contractors to undertake the coppicing and thinning work in the red hatched and blue hatched areas on the map.

A/P No 6: In the meantime, Tim S will approach some local contractors already working in the area to establish if they are interested and have the capacity to undertake the required work. If this is successful, then the PC would save on costs although this will need PC approval.

D) Thinning

The areas hatched blue on the map require to be thinned from conifers about 25% of the canopy by contractors and it was agreed that these areas should be combined with the coppicing contracts if possible. Tim will be able to supervise the thinning programme with the right contractor.

E) Veteran Trees

On the map there are 6 Veteran Trees identified for 'Halo' thinned and 4 have been successfully undertaken leaving two trees with awkward canopy floors. However, it was agreed that the Volunteer working party would establish if they were able to deal with these trees taking photos before and after the event. If not, then the trees will need to be dealt with by contractors.

A/P No7: The volunteers working party to establish if they can Halo thin the two veteran trees which remain to be dealt for the Stewardship Grant.

3) Action Plan:

A/P No 1: It was agreed that the volunteers working party would be able to tackle the areas coloured grey on the above map near Hanging Bank. Brushwood and trimming to be recycled within the undergrowth and left to rot and herbicide sprayed in 2 yrs time.

A/P No 2: The PC require a Deer Management Plan and although not thought to be an immediate priority a plan requires to be in place for the Stewardship Grant. Russelle Maybury agreed to draft a

suitable Deer Plan using the Deer Initiative Plan provided on the internet and reviewed by the SWMAG and the Consultant prior to presenting to the PC.

A/P No 3: To apply to the ROA and seek agreement to the alteration of the upper ride to the lower ride to be undertaken by Tim S.

A/P No 4: To endeavour to include the tree felling along the length of the rides to be incorporated into the tenders for the coppicing work in the red areas.

A/P No 5: Tim S will provide an estimate of his fees to write suitable tender documents to employ contractors to undertake the coppicing and thinning work in the red hatched and blue hatched areas on the map.

A/P No 6: In the meantime, Tim S will approach some local contractors already working in the area to establish if they are interested and have the capacity to undertake the required work. If this is successful, then the PC would save on costs.

A/P No7: The volunteers working party to establish if they can Halo thin the two veteran trees which remain to be dealt for the Stewardship Grant.

A/P No 8: The replacement of the Notice Board and signage to paths etc was discussed and agreed that Dominic Rossi would provide a draft application for a grant to offset the cost of the signage required at the woods. This will be reviewed and discussed at our next meeting.

A/P No 9: Dominic Rossi to provide a draft update of the Risk Assessments for PC approval.

A/P No 10: Don Baker to approach Zurich Insurance to ascertain quote for Jeff Mashburn's inclusion on the insurance policy.

4) Grants:

A/P No 8: The replacement of the Notice Board and signage to paths etc was discussed and agreed that Dominic Rossi would provide a draft application for a grant to offset the cost of the signage required at the woods. This will be reviewed and discussed at our next meeting.

5) Volunteers Working Party:

Due to shortage of time a full report of the volunteer's working party was postponed to the next meeting. However, Dominic Rossi agreed to update the risk assessments for the working party and asked if the chair can arrange for Jeff Mashburn to be included as one of the volunteers to use chainsaws etc.. He will send an email to confirm qualifications and details.

A/P No 9: Dominic Rossi to provide a draft update of the Risk Assessments for PC approval.

A/P No 10: Don Baker to approach Zurich Insurance to ascertain quote for Jeff Mashburn's inclusion on the insurance policy.

6) Budget:

A detailed report on the budget will be presented at the next meeting,

7) AoB:

None.

The next meeting will be held following the receipt of further information on potential contractors from Tim S prior to the 21st November Full Council meeting.

Cllr D M Baker

22nd October 2022 (sent to Parish Clerk on the 31st October)

From: Wasim Patel <Wasim.Patel@Clarke-Telecom.com>
Sent: 17 November 2022 10:24
To: clerk@sundridgewithidehill-pc.gov.uk
Subject: RE: CTIL 30082300 VF 18320 - plans approval

Dear Amanda

Thank you for your email.

We are currently undertaking supporting reports such as a Tree survey, ecology survey and photomontages to fully address any potential issues.

The operator has carefully considered the design of the proposed mast. The structure has to be able to support the equipment for 2 operators. A lattice tower is the most suitable design from a technical viewpoint, given the windloading in this exposed location. Such a design is also able to facilitate greater coverage (as they give better scope for antenna orientation) and provide the structural capability required to be able to support the weight and size of all the operators telecommunications equipment. Due to the slim line nature of the supporting struts of the lattice frame, light is able to continue to pass through the structure. If the lattice tower were to be any slimmer in width, then it would not be structurally capable of supporting all the operators equipment or meet the windloading requirements.

A streetworks style column cannot be utilised as they are not able to structurally support the weight and size of 2 separate MNO's equipment to enable the operators to share the same structure.

Kind Regards
Wasim Patel

Wasim Patel | Acquisition Surveyor
Clarke Telecom

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E: Wasim.Patel@clarke-telecom.com
www.clarke-telecom.com

From: Sundridge with Ide Hill Parish Council <clerk@sundridgewithidehill-pc.gov.uk>
Sent: 16 November 2022 17:04
To: Wasim Patel <Wasim.Patel@Clarke-Telecom.com>
Subject: RE: CTIL 30082300 VF 18320 - plans approval

Dear Wasim

Thank you for your email. As Cllr Baker advised the Parish Council were in agreement with the plans but would prefer a proposal with a round pole mast which is in keeping with the SSSI woodland rather than a lattice structure.

However in principle the PC welcomes a mast which boosts the strength of the signal for mobile phones and WiFi.

I am not sure if the Council will be appointing a land agent? I will have to refer this to the Council on Monday 21 November 2022.

With best wishes

Amanda

Amanda Barlow
Clerk to Sundridge with Ide Hill Parish Council
Parish Telephone Number: 07495 962372

10.4 Communications/Events

To confirm arrangements for the Christmas celebrations in Ide Hill and Sundridge

Christmas trees have been ordered and being delivered

24 November – Sundridge – Coronation Garden

30 November – Ide Hill – Green

Celebrations –

27 November – Sundridge

9 December – Ide Hill

10.5 Correspondence

10.5.1 To note general correspondence.

Correspondence 22 10 15 to 22 11 18

1. Kent Minerals and Waste Local Plan and Kent Mineral Sites Plan
2. DRiPS newsletter and autumn meeting
3. Gatwick Airport FASl-S Parish Council Stakeholder Briefing Sessions December 2022
4. Sevenoaks District Council: It's time to nominate the District's unsung heroes!
5. KALC - Flood Action Week: please help us spread the word!
6. Kent's Plan Bee October 2022 Newsletter
7. Sevenoaks District Council: Help finding a warm space
8. SDC - PLAN 2040 - Consultation Documents - Town and Parish Councils (November 2022) – sent to all Members

For all Agenda and Minutes related to SDC meetings please visit:

<https://cds.sevenoaks.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=>

Kent Resilience Forum



PREPARING FOR EMERGENCIES IN KENT AND MEDWAY



Environment Agency



Flooding devastates communities

FREE Virtual training
14 Dec 22
or 17 Jan 23
7pm - 9pm

**Could you help?
Become a Flood Warden**

'You can see the difference we make to people, knowing they can rely on you when they're in distress, knowing you're there to help.'

Carl, Tonbridge Flood Warden

The commitment

Training takes just 2 hours to complete

Flood Wardens meet a few times a year to test their flood plan

The role

Help local people prepare for flooding

Provide a vital link between your community and the emergency responders

What you'll get

Comprehensive handbook

Access to a whole host of resources

Support from fellow Flood Wardens



For more information on being a Flood Warden
 Visit www.kentprepared.org.uk/flood-wardens

To register for this training visit www.trybooking.com, click buy tickets and search for 'Kent Flood Warden Training'



This training will be delivered via MS Teams. This is free to access via smartphone, tablet or computer. Full guidance for easy access provided.



10.5 .3 Sevenoaks Local Plan

Email previously circulated to all Members

Kent Police Newsletter:

Dear Parishes,

This is a more generic newsletter for the Sevenoaks district, within are the updates that we think will be of interest to yourselves and residents.

A current operation is ongoing and will be running until early November, this centres around combatting and targeting individuals linked to ongoing Antisocial Behaviour across the Sevenoaks District. The Community Safety Unit are devoted to reducing the harm caused by known perpetrators, particularly those that are having a detrimental effect on the community.

Recent recruitment events have proven very successful and a good number of locals attended to make further enquiries surrounding joining Kent Police, our most recent stall was at the Eden Centre in Edenbridge. Further events are likely to be held over the coming months.

The link below will offer further information surrounding current jobs that may be of interest:

[Careers | Kent Police](#)

Swanley & Local areas

Robust action has been taken following an application to review the premises licence attached to The Lullingstone Castle in Swanley. This related to an ongoing issues surrounding drug use within the premises and as a result of Police and Sevenoaks District Council CCTV intervention it was established that there were clear failings to uphold the licensing objectives. Police Licensing and The Brewery attached to the premises have since been working together to promote a 'zero tolerance to drug use' message moving forward. The previous landlord has now vacated the public house and a new management restructure is in progress.

Ongoing reports of nuisance bikes in the Swanley Park area continue to be an issue. The nature of the call and chance element of catching up with off road bikes makes it very difficult to identify the culprits. Any encouragement within the community to help identify the riders will assist the Police in taking action.

New Ash Green & Local areas

Police and the Environment Agency are seeking any information that may lead to the identity of a group of persons that have been reported riding quad bikes along the river Darent in the Horton Kirby area. In the interim period we are working with other agencies to try and seek measures to prevent reoccurrence and assess the damage caused to the river bed and banks.

Funding has been secured for more outreach work with youths in the New Ash Green area. Millwall football club will be commencing their training groups in West Kingsdown and engaging with youths to attend as also a boxing group is starting, the location yet to be confirmed.

Sevenoaks & Local areas

Postal workers alerted officers of the possible return of a male who was thought to be involved in postal theft last year in the Kippington and Oakhill area. This has been followed up by regular patrols and as yet the male has not been seen again.

Local female known for causing issues in the town centre and at their home address have been prosecuted for theft offences and breaching their community protection notice.

Edenbridge & Local areas

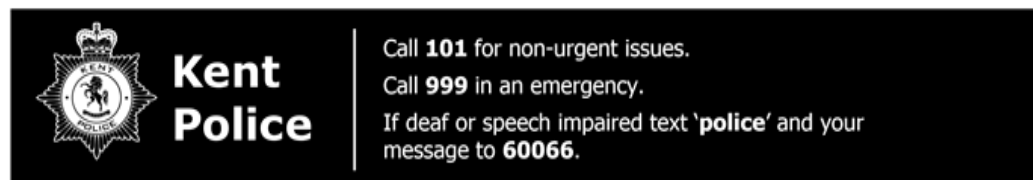
CSU attended the Edenbridge PACT meeting with partners from the local council. It was reassuring to hear of the current success of the youth groups that run in the town and their popularity. It is a credit to the staff that run these groups and we hope they continue into the future.

The last and coming month should have seen an increase in presence around areas within the town that have been identified as causing anti social behaviour. We have also been informed that West Kent Housing are looking to install CCTV in one of the problem locations, this will help identify those involved so actions may be taken.

Millwall football club will commencing their training groups in the area and engaging with youths to attend.

Crime Prevention & General Advice

Is there a speedwatch group in your area that is now dormant? Would you like help to set up a new one or revitalise an old one. Contact speedwatch www.communityspeedwatch.org or e-mail Sevenoaks CSU csu.sevenoaks@kent.police.uk for assistance.



10.6 Committee Structure

To agree the updated Committee Structure – inclusion of Cllr Collins and 2 new working parties – attached separately.

11. Date of next meetings
2023 Meetings

Meetings for 2023

23 January at 7.30 pm	Sundridge Village Hall
20 February at 7.30 pm	Sundridge Village Hall
20 March at 7.30 pm	Ide Hill Village Hall
17 April at 7.30 pm	Sundridge Village Hall
15 May at 7.30 pm	Sundridge Village Hall
19 June at 7.30 pm	Sundridge Village Hall
17 July at 7.30 pm	Sundridge Village Hall
18 September at 7.30 pm	Sundridge Village Hall
16 October at 7.30 pm	Ide Hill Village Hall
20 November at 7.30 pm	Sundridge Village Hall
11 December at 7.30 pm	TBC

Monday 5 December 2022 at 7pm (a short meeting for any urgent items)	Full Council Meeting in the Barn at The Stanhope, Brasted
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