

PARISH COUNCIL OF SUNDRIDGE WITH IDE HILL

AMANDA BARLOW
Clerk to the Council

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To: The Members of the Sundridge Amenities Committee of Sundridge with Ide Hill Parish Council

Cllrs Allgood (Chair), Collins, De Bono, Evans and Powell

I hereby invite you to attend a Meeting of the Parish Council to be held at **Sundridge Village Hall** at **7.30 p.m. on Monday 8 January 2024** to transact the undermentioned business.

Amanda Barlow

Clerk 28 September 2023

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. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have related to Sundridge amenities. Please note this item will be limited in time at the discretion of the Chairman.
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
5. To agree the minutes of the meeting held on 2 October 2023 and matters arising not covered by Agenda Items.
6. Parish Assets
To discuss and if appropriate, agree next actions
 - 6.1 Sundridge Village Hall
 - 6.2 Bowers Meadow
 - 6.3 Sundridge Recreation Ground
 - 6.4 Sundridge Burial Ground
7. Highways
 - 7.1 To discuss Highways matters
 - 7.2 Parking in Sundridge
8. Allocation of budget for Sundridge Assets
9. Date of next meeting

AGENDA ITEMS – PUBLIC PAPERS

1. To receive apologies and reasons for absence.

Apologies received from Cllr De Bono.

5. To agree the minutes of the meeting held on 2 October 2023 and matters arising not covered by Agenda Items.

*Minutes of Sundridge Amenities Committee Meeting held on Monday 2 October 2023
at Sundridge Village Hall at 7.30pm*

Present: Councillors Allgood (Chair) Collins, De Bono and Evans

Apologies: Cllr Powell

Attendance: Amanda Barlow (Clerk)

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 related to Sundridge amenities. 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 item 6.1 in confidence.

5. To agree the notes of the meeting held on 12 July 2023 and matters arising not covered by Agenda Items.
Members agreed the notes of 12 July 2023.

6. **Parish Assets**

To discuss and if appropriate, agree next actions

6.1 Sundridge Village Hall

Members agreed the renovations had been nearly completed and there were just a few outstanding things to deal with:

1. Removal of rubbish
2. Finishing off of the access to the shed
3. Moving of items to shed to clear kitchen
4. New curtains for the hall

Members agreed to the new hiring rates. It was agreed that the rates would be increased from 1 January 2024 other than for casual hirers which have already been raised.

Hiring Rates

£20 per hour for non residents of the Parish
£15 per hour for residents of the Parish

6.2 Bowsers Meadow

It was agreed that the Clerk would arrange for Members to visit the dirt track at East Peckham.

6.3 Sundridge Recreation Ground

Members agreed that the following items should be repaired/addressed as soon as possible.

- Door handle on changing room door
- Panic bars on outside door in changing room
- Leaking toilet
- Rubbish overflowing in the bin by the pavilion and by the car park
- Mice in the kitchen

6.4 Sundridge Burial Ground

Members discussed the disposal of the burial ground. **It was agreed that the Clerk should ask the Church for their position first.**

6.5 Signage for Parish Asset

It was agreed that, as previously discussed, the Clerk should arrange for signage for all the assets.

7. Highways

7.1 To discuss the priorities for the Highways meeting on 2023

Members agreed that the priorities should be as per the Highways Improvement Plan which had been submitted to Kent Highways in preparation for the meeting in late October.

7.2 Parking in Sundridge

Cllr Allgood advised that the survey has been completed and the results would be discussed at the Council meeting.

8. Risk Assessments

It was agreed that each Member would take on the responsibility for an asset and the Clerk would send appropriate risk management forms.

9. Date of next meeting

To be agreed.

6. Parish Assets

To discuss and if appropriate, agree next actions

6.1 Sundridge Village Hall

- Building Survey – attached – Mr Jones will be talking on this item.
- Hiring rates for regular users (confidential)

6.2 Bowsers Meadow

Confirmation of £4,000 grant.

TJ HOME SERVICES

Time scale

Two decorators working full time, it would take approximately 14 days to complete the whole decoration. However, start date to be confirmed once the deposit has been paid if quote is acceptable.

Carpets/Flooring

The flooring to be left in situ, however, I will protect the flooring from main door through to work area with plastic backed dust sheets. All dust will be kept to a minimum while work is in progress, and I leave the room clean and tidy before I leave.

Furniture

Please note that I price all jobs on the basis of working with uninterrupted access to rooms / work areas that are clear of furniture and sundries. Heavier items will be moved to the centre of the room and protected with drop clothes .

Schedule of works for areas for decoration

1. Lay a protective floor covering to protect the existing floor.
2. Any marks, joining cracks or indentations on walls, ceilings and wood work will be filled and sanded to the extent needed.
3. Paint ceilings twice in hard wearing Acrylic Eggshell in Pure brilliant white colour.
4. Sand wood work to ensure smooth surface.
5. Undercoat wood work with undercoat / primer.
6. Paint wood work in pure Brilliant White Satin Wood
7. Paint walls in hard wearing Acrylic Eggshell in Magnolia.
8. Clean work areas and remove any decorating waste from site.

Notes:

Acrylic Eggshell hard wearing durable paint that is formulated to resist stains and moistures which is idea for busy areas, kitchens and bathrooms. Once dry the paint is easy to clean, helping the paint look like new for longer.

Ceiling in internal hall way will be cleaned around edging and then mist coated to seal the bare plaster prior to being top coated. However; the flat ceiling will be visible against the stipple patterned ceiling.

TJ HOME SERVICES

Payment

By accepting this quote, you agree to pay the total quoted amount detailed here. Any changes to this amount must be agreed upon by both TJ Home Services and the customer.

A deposit of 25% of the total quoted price will need to be paid as acceptance of this quote, and is required to be paid before work begins. Then the remainder balance of the total quoted price will be invoiced on completion of work.

We accept cash, cheques, or electronic funds transfer. To electronically transfer payment, please deposit into bank account number 61466964 sort code 040004, with your quote number (listed at the top of the page) as the transfer reference.

If you have any questions about the quotation, please do not hesitate to ask. If you want to accept the quote, please drop me a line confirming you are in agreement with my proposal and we can discuss a start date.

Fixed Price Cost Including Materials and Labour

Item	Quantity	Unit Price	Cost
Internal Decoration	1	£5,090	£5,090
Total			£5,090

Yours Sincerely

Tommy Jones

TJ Home Services
169a Kings Road
Westerham
Kent
TN16 3NJ

Phone: 07581200157
Email: info@tjhomeservice.com
Website: www.tjhomeservice.com

6.4 Sundridge Burial Ground

No update received.

7 Highways

7.1 To discuss Highways matters

Awaiting further update from Nigel Rowe at Highways.

From: Cllr Melvin De Bono <melvin.debono@sundridgewithidehill-pc.gov.uk>

Sent: 03 January 2024 18:30

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

Subject: Agenda - Full Council Meeting - Alley / Walk Way - Main Rd leading to Woodside Road

Amanda,

I have had two villagers approach me about the alley / path way leading up from Main Rd (next to the village hall) up to Woodside Road.

Cars have been driving up there, using it as a cut through, i did walk up and noticed car tyre tracks in the mud / grass verge, it is really dangerous should someone be walking down the alley, it should no way be used by vehicles.

Could we please add this to the agenda for the full meeting, thank you.

Respectfully,

Cllr Melvin De Bono

Sundridge & ide Hill Parish Council

Email: melvin.debono@sundridgewithidehill-pc.gov.uk

7.2 Parking in Sundridge

Confidential Item:

8 Allocation of budget for Sundridge Assets

Summary of Receipts and Payments

Cost Centre 12

Bowers Meadow

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	-/- Under/over spend
73 Ground maintenance				500.00		500.00	500.00 (100%)
72 Playground maintenance				1,000.00	733.00	267.00	267.00 (26%)
SUB TOTAL				1,500.00	733.00	767.00	767.00 (51%)

Summary

NET TOTAL				1,500.00	733.00	767.00	767.00 (51%)
V.A.T.							
GROSS TOTAL					733.00		

Cost Centre 13

Coronation Garden

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	-/- Under/over spend
74 Coronation memorial							(N/A)
75 Ground maintenance				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				1,000.00		1,000.00	1,000.00 (100%)

Summary

NET TOTAL				1,000.00		1,000.00	1,000.00 (100%)
V.A.T.							
GROSS TOTAL							

Cost Centre 23

Sundridge & Brasted Social Club

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	-/- Under/over spend
125 Maintenance				500.00		500.00	500.00 (100%)
SUB TOTAL				500.00		500.00	500.00 (100%)

Summary

NET TOTAL				500.00		500.00	500.00 (100%)
V.A.T.							
GROSS TOTAL							

Cost Centre 10

Sundridge Recreation Ground

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59 Adult exercise equipment				50.00		50.00	50.00 (100%)
56 Cleaning				250.00		250.00	250.00 (100%)
60 Energy Costs				5,000.00	3,006.58	1,993.42	1,993.42 (39%)
58 Ground Maintenance				500.00		500.00	500.00 (100%)
115 Income Casual							(N/A)
117 Income Ide Hill Football Club	3,000.00	3,143.00	143.00				143.00 (4%)
116 Income Radnor House	10,000.00	7,500.00	-2,500.00				-2,500.00 (-25%)
124 Income Sundridge AllStars	600.00	400.00	-200.00				-200.00 (-33%)
62 Miscellaneous Contingency				500.00	40.00	460.00	460.00 (92%)
57 Pavilion Maintenance				1,500.00	295.00	1,205.00	1,205.00 (80%)
130 Professional Services							(N/A)
142 Sundridge Pavilion Renovations					6,630.00	-6,630.00	-6,630.00 (N/A)
61 Water				315.00		315.00	315.00 (100%)
SUB TOTAL	13,600.00	11,043.00	-2,557.00	8,115.00	9,971.58	-1,856.58	-4,413.58 (-20%)

Summary

NET TOTAL	13,600.00	11,043.00	-2,557.00	8,115.00	9,971.58	-1,856.58	-4,413.58 (-20%)
V.A.T.					1,498.33		
GROSS TOTAL		11,043.00			11,469.91		

Cost Centre 9

Sundridge Village Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
132 Car Park				200.00	150.00	50.00	50.00 (25%)
47 Cleaning				2,400.00	1,890.00	510.00	510.00 (21%)
49 Electricity and Gas				5,000.00	7,059.87	-2,059.87	-2,059.87 (-41%)
111 Income Boogie Bounce	1,500.00	540.00	-960.00				-960.00 (-64%)
114 Income Casual	1,250.00	697.50	-552.50				-552.50 (-44%)
110 Income Dance School	4,000.00	3,283.43	-716.57				-716.57 (-17%)
113 Income Pilates	1,500.00	624.00	-876.00				-876.00 (-58%)
112 Income Wood	1,250.00	792.00	-458.00				-458.00 (-36%)
48 Maintenance				500.00	6.98	493.02	493.02 (98%)
54 Music Licence				150.00	245.00	-95.00	-95.00 (-63%)
144 Professional Services					1,895.00	-1,895.00	-1,895.00 (N/A)
141 Renovations					753.33	-753.33	-753.33 (N/A)
53 Return of hire deposit					175.00	-175.00	-175.00 (N/A)
50 Water				500.00	584.03	-84.03	-84.03 (-16%)
52 WiFi				500.00	766.71	-266.71	-266.71 (-53%)
SUB TOTAL	9,500.00	5,936.93	-3,563.07	9,250.00	13,525.92	-4,275.92	-7,838.99 (-41%)

Summary

NET TOTAL	9,500.00	5,936.93	-3,563.07	9,250.00	13,525.92	-4,275.92	-7,838.99 (-41%)
V.A.T.					921.06		
GROSS TOTAL		5,936.93			14,446.98		

Cost Centre 14

Events and Celebrations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79 Annual Parish Meeting				350.00	227.57	122.43	122.43 ▲ (34%)
76 Christmas festivities Ide Hill				350.00	188.24	161.76	161.76 ▲ (46%)
77 Christmas festivities Sundridge				500.00	32.07	467.93	467.93 ▲ (93%)
135 Christmas Trees				315.00		315.00	315.00 ▲ (100%)
80 Great British Spring Clean				100.00		100.00	100.00 ▲ (100%)
137 King's Coronation May 2023 - Ide Hill				1,000.00	723.41	276.59	276.59 ▲ (27%)
138 King's Coronation May 2023 - Sundridge				1,000.00	1,167.29	-167.29	-167.29 ▼ (-16%)
82 Operation Menai Bridge				100.00		100.00	100.00 ▲ (100%)
78 Remembrance Sunday				75.00	70.00	5.00	5.00 ▲ (6%)
140 The Big Help OUt					152.08	-152.08	-152.08 ▼ (NA)
SUB TOTAL				3,790.00	2,560.66	1,229.34	1,229.34 ▲ (32%)
 Summary							
NET TOTAL				3,790.00	2,560.66	1,229.34	1,229.34 ▲ (32%)
V.A.T.					315.94		
GROSS TOTAL					2,876.60		

9 Date of next meeting