

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 in the VILLAGE HALL, **SUNDRIDGE** commencing at **7.45pm. on Monday 24 November 2025** to transact the undermentioned business.

Ananda Ekan

Clerk 19 November 2025

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. Members to update their Register of Business Interest forms
3. **Report from County Councillor**
4. **Report from District Councillor**
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 approve as a correct record the **Minutes** of the Parish Council meetings held on 20 October 2025.
8. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
9. **Finance, Personnel & Governance items**
 - 9.1 To agree the items received, paid and payable
 - 9.2 To note the draft minutes of the Finance & Personnel Committee Meeting held on 17 November 2025.

To resolve to agree, if appropriate, the following items recommended by Members at the Finance & Personnel Committee meeting

 - 9.2.1 Terms of Reference for the Finance & Personnel Committee (small amendment)
 - 9.2.2 Budget Monitoring at November 2025
 - 9.2.3 Reserves
 - 9.2.4 Financial Regulations
 - 9.2.5 Strategic Planning Day
 - 9.3 To appoint a trustee for the Ide Hill Village Hall Trust
 - 9.4 To agree, if appropriate, the Landscape Contract for 2026/27

10. Ide Hill

- 10.1 To note the Ide Hill update
- 10.2 To discuss and agree the following in relation to Stubbs Wood
 - 10.2.1 An allocation of funds for the following:
 - a. To improve the main path just beyond the Lady Amherst Drive viewpoint to raise the level of the path that gets boggy and create a wetland/pond between the path and the road.
To improve the track above the house at the bottom of Wheatsheaf Hill, some levelling with material alongside the path.
 - b. Tree survey
 - c. Spraying by Aztech
 - 10.2.1 Presentation by Kate Harvey of Maydencroft
 - 10.2.2 Current position with regard to the Stubbs Wood Management Plan and the RPA Grant.
- 10.3 To discuss and agree, if appropriate, next actions with regard to the land access form in relation to the Scout Hut

11. Sundridge

- 11.1 To note the Sundridge Amenities update
- 11.2 To discuss and agree, if appropriate, next actions with regard to Bowser's Meadow

12. General Items

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

12.1 Streetlighting

12.2 Highways

12.2.1 Speeding

12.2.2 Salt bags and Winter Plan

12.3 Christmas Events

12.3.1 Sundridge

12.3.2 Ide Hill

12.4 Correspondence

12.4.1 Sevenoaks District Council – Local Plan

12.4.2 Policing Survey

12.4.3 Kent Downs Management Plan Survey

12.4.4 Kent Police Newsletter

12.4.5 Local Government Reorganisation in Kent and Medway

13. Dates of next meetings

13.1 Dates of the next meetings of the Parish Council

Monday 8 December 2025

Full Council Meeting (Urgent items only) from 6.00pm to 7.00pm – Ide Hill Village Hall

Monday 12 January 2026

Ide Hill Amenities Committee at 7.00pm – Ide Hill Village Hall

Monday 19 January 2026

Sundridge Amenities Committee at 7.000pm - Sundridge & Brasted Club

Tuesday 20 January 2026

Finance & Personnel Committee at 7.00pm – Ide Hill Village Hall

Monday 26 January 2026

Full Council Meeting at 7.45pm – Sundridge Village Hall

AGENDA DOCUMENTS

1. To receive apologies and reasons for absence.

None received.

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

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 20 October 2025.

Minutes of Full Council Meeting held on Monday 20 October 2025 at Sundridge Village Hall at 7.45pm

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

Apologies: *Cllrs Collins and Wilson*

Attendance: *(All in part except the Clerk) 4 members of the public and Mr Sean Murphy (UKPN), Mr Richard Don and Mr Dominic Rossi (Stubbs Wood Advisory Group), Cllr Nigel Williams (County), Cllr Sandra Robinson (District) and Cllr Michelle Alger (District), Amanda Barlow (Clerk)*

Cllr Evans (Chair) welcomed everyone to the meeting

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllrs Collins and Wilson.

Members resolved to agree that Cllr Collins could have a period of absence for her maternity leave.

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

None.

3. **Report from County Councillor**

Cllr Willimas commented about the current scandal involving the Reform Councillors.

KCC is focused on the Local Government Reform. The preferred options must be whittled down to 3 by the end of November 2025. It looks very likely that it will go through. Initially it will be horrendously expensive.

The new local Plan 2042 opens in the next few days for public consultation. It is very important that residents put their points in their portal on the Sevenoaks District Council website. There are also going to be 10 pop ups.

4. Report from District Councillor

Cllr Michelle Alger

- SDC has recruited a consultant to implement the new waste collection plan. The food caddies are going to be a 15L indoor bin and will be implemented in late April 2026, wheelie bins will be distributed in October 2026, this is due to the lack of supply of the vehicles and plans are being worked on for the future of the green bags. They have already paid for themselves. 180L for residual waste.
- Cllr Alger is looking at putting a re-use shop at Dunbrik.

Cllr Sandra Robinson

- SDC went into no overall control when 9 Conservatives left the party and they bought the motion of no confidence in the Leader. The majority voted for no confidence in the Leader however he does not have to leave immediately. Cllrs Robinson and Alger advised that they found it very frustrating as there is a lot of business to transact. Cllr Robinson advised that Sevenoaks Park Association was a very good association to join for local organisations.
- Dryhill Gardens shared enforcement – the appeal was withdrawn and it looks like there will be a negotiated way forward.
- Sakers Cottages – Cllr Evans responded that there have been no further complaints.
- Plan 2042 - there is nothing in the draft plan that includes building in Sundridge and Ide Hill
- Covers Farm – there is nothing that can be done to overturn the planning consent. Cllr Robinson felt there would be several things that could be done to document the damage that the lorries to the area. Cllr Robinson advised that the most important thing could be to have a 20mph zone. Cllr Evans advised that he felt that the speed cameras need to be replaced first. Cllr Robinson also suggested a traffic count of HGVs. Cllr Robinson also suggested that residents should report everything to 101. KCC has accelerometers which we can borrow which can be lent to local homes. She also suggested we take articulate measurement, photographs of damage to inside of homes and a speed watch group.

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.

- Residents complained about the hedges and Cllr Evans advised that he had asked the resident to cut the hedge. However, he had refused to do so. Members noted that Cllr Williams will get Highways to write to the resident.

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.

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

10. Ide Hill

- 10.3 To discuss and agree, if appropriate, next actions with regard to the wayleave agreement in relation to the Scout Hut

Mr Murphy advised that he works for UKPN and has seen a request to re-route an electricity cable which powers the Scout Hut. They were unable to find a underground route. The second option would be for it to be connected to a second cable in the Ide Hill Recreation Ground. It has been agreed that they do not a Wayleave Agreement only a Land Access Form.

Members agreed that the Clerk should get advice from KALC as to whether they should seek legal advice.

- 10.3 To receive the minutes of the Ide Hill Amenities Committee meeting on 13 October 2025 and note.

Noted.

Richard Don commented:

- about the amount to be transferred to reserves. Members explained that this was to enable the Ide Hill Amenities Committee to carry out the initial work agreed at the meeting.

- 10.4 To discuss and agree the following in relation to Stubbs Wood

10.4.1 Allocation of reserves to Stubbs Wood

This will be discussed under Agenda Item 9.3

10.4.2 Presentation by Kate Harvey of Maydencroft

The date has been confirmed as 13 November for the presentation by Kate Harvey. Cllr Manley gave a synopsis of the situation with Stubbs Wood. The suggestion is that Kate Harvey gives a presentation to see what can be done. **Members agreed that Kate Harvey should present to the Parish Council at a cost of £85 per hour.**

12. General Items

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

12.2 Footpaths

Proposed diversions of public footpaths SR232 & SR230 at Sundridge with Ide Hill

Members resolved that they would support Option 2.

8. To approve as a correct record the **Minutes** of the Parish Council meetings held on 28 July 2025

Members resolved to agree the minutes of the meeting held on 28 July 2025.

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

There were no matters arising.

9. Finance, Personnel & Governance items

- 9.1 To agree the items received, paid and payable

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

- 9.2 To note the sale of Sundridge Burial Ground and discuss any further actions required

Members noted the sale was completed on 16 October 2025.

- 9.3 To agree the moving of funds to reserves following the sale of the burial ground

Members resolved to transfer £189,000 to reserves.

Members resolved to allocate £4,000 from reserves to Bowsers and £3,000 from reserves to Stubbs Wood.

9.4 To note the renewal of the insurance policy for the Parish Council and agree to separate the insurance for the village hall

The Clerk advised that the insurance policy had been renewed but the policy will have to be split so that the Village Hall has a stand alone policy..

9.5 Grass cutting grant for Sundridge with Ide Hill & Toys Hill PCC

Members resolved to award a grant of £2,000 to Sundridge with Ide Hill & Toys Hill PCC.

9.6 Complaint (confidential)

Members resolved that the Cllr Fribbens should send the conclusion to the complainant.

11. Sundridge

11.1 To receive the minutes of the Sundridge Amenities Committee meeting on 14 October 2025 and note.

Noted.

11.2 To discuss and agree, if appropriate, an allocation of reserves to Bowsers Meadow

Members agreed this under Agenda Item 9.3

12. General Items

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

12.1 Streetlighting

12.1.1 To note the repair dates for the streetlights in Chapmans Road and Church Road

Members noted that the repairs will take place on Chapmans Road is being done on 2 December and Church Road is being done on 3 December.

12.3 Flood Damage

Cllr Evans advised that he has been in discussion with the Minister of Flooding.

12.4 Highways

12.3.1 Speeding

Members are awaiting the results of the speed survey.

12.3.2 Salt bags

The Clerk advised that Highways will only deliver salt bags to one place so the Clerk has asked them to be delivered today.

12.3.3 Pot Hole reporting (Confidential)

Noted.

12.5 Remembrance Sunday

Cllr Evans will lay the wreath at St Mary's Sundridge on Remembrance Sunday and Cllr Fribbens will lay a wreath at the war memorial on Ide Hill Green on Remembrance Day at 11am..

12.6 Christmas Events

12.6.1 Sundridge

Funderland will be hosting an event in the pub on 29 November in the afternoon/evening. The Parish Council will be providing hot chocolate, mulled wine, mince pies and cookies.

12.6.2 Ide Hill

Carols on the Green will be hosted by the Parish Council on Friday 5 December and The Parish Council will be providing hot chocolate, mulled wine, mince pies and cookies.

12.7 Correspondence

12.7.1 Kent Police

Noted.

12.7.2 Sevenoaks District Council - Local Government Reorganisation Update

Noted.

12.7.3 Compulsory Purchase Order (from resident)

Members noted the resident's comments.

12.7.4 Landscape Services

Noted.

13. Dates of next meetings

13.1 To confirm the dates of the meetings of the Parish Council to December 2025

Monday 24 November 2025 at 7.45pm - Full Council Meeting – Sundridge Village Hall

Monday 17 November 2025 at 7.30pm - Finance & Personnel Committee – Sundridge Village Hall

13.2 To agree the dates of the meetings in 2026

Members agreed the date of meetings in 2026 as at Appendix B.

Sundridge with Ide Hill Parish Council

Appendix A

ITEMS PAID 1 AUGUST TO 17 OCTOBER 2025

Code	Date	Description	Supplier			Total
Travel Expenses	11/08/2025	Mileage	Mrs A C Barlow	X	17.10	17.10
Parish mobile telephone	11/08/2025	Mobile	Mrs A C Barlow	S	19.79	3.96
Parish WiFi (Clerk)	11/08/2025	WiFi	Mrs A C Barlow	X	10.00	10.00
Parish Zoom account	11/08/2025	Zoom	Mrs A C Barlow	S	11.99	2.40
Repairs	11/08/2025	Repair of damaged stree	UK Power Networks	S	5,789.00	1,157.80
Electricity and Gas	11/08/2025	Gas	British Gas	L	236.82	11.84
Volunteer Expenses	11/08/2025	Fuel and Oil for Stubbs V	Dominic Rossi	X	24.28	24.28
Conveniences supplies	11/08/2025	Toilet supplies	Goldservice	S	108.13	21.63
Conveniences energy costs	11/08/2025	Electricity	EDF Energy	L	84.35	4.22
Clerk pension	20/08/2025	Pension	Nest	X	194.47	194.47
Cleaning	20/08/2025	Cleaning	Val & Sander Reytenbach	X	180.00	180.00
Conveniences cleaning	20/08/2025	Cleaning	Val & Sander Reytenbach	X	500.00	500.00
Parish mobile telephone	17/09/2025	Mobile	Mrs A C Barlow	S	19.79	3.96
Parish WiFi (Clerk)	17/09/2025	WiFi	Mrs A C Barlow	X	10.00	10.00
Parish Zoom account	17/09/2025	Zoom	Mrs A C Barlow	S	11.99	2.40
Software Adobe	17/09/2025	Adobe software July Aug	Mrs A C Barlow	S	32.85	6.57
Payroll	17/09/2025	Payroll	DM Payroll Services Ltd	R		126.00
Energy Costs	17/09/2025	Electricity April to June 2!	NPower	L	1,398.74	69.94
Tree work	17/09/2025	Tree work	All Angles Tree Care	S	300.00	60.00
Electricity and Gas	17/09/2025	Gas	British Gas	L	69.01	3.45
Pavilion Maintenance	17/09/2025	Boiler Repair	Gas Safe Solutions	S	90.00	18.00
Energy Costs	17/09/2025	Electricity	EDF Energy	L	103.12	5.16
Conveniences energy costs	17/09/2025	Electricity	EDF Energy	L	65.12	3.26
Cleaning	19/09/2025	Cleaning	Val & Sander Reytenbach	X	180.00	180.00
Conveniences cleaning	19/09/2025	Cleaning	Val & Sander Reytenbach	X	500.00	500.00
WiFi	30/09/2025	WiFi Village Hall	Onecom Limited	S	89.29	17.86
Software Adobe	06/10/2025	Adobe software	Mrs A C Barlow	S	10.95	2.19
Parish mobile telephone	06/10/2025	Mobile	Mrs A C Barlow	S	19.79	3.96
Parish WiFi (Clerk)	06/10/2025	WiFi	Mrs A C Barlow	X	10.00	10.00
Parish Zoom account	06/10/2025	Zoom	Mrs A C Barlow	S	11.99	2.40
Hire of Ide Hill Village Hall	08/10/2025	Ide Hill Hall Hire	Ide Hill Village Hall Trust	X	130.00	130.00
Miscellaneous Contingency	08/10/2025	Wreath for Anne Beasley	Cllr Russell Maybury	X	50.00	50.00
Insurance Policy	09/10/2025	Insurance Premium	Zurich Municipal	X	2,849.06	2,849.06
Training	09/10/2025	Councillor Training	KALC	S	50.00	10.00
Website Maintenance	09/10/2025	Website hosting	Vision ICT	S	583.65	116.73
Email address hosting charge	09/10/2025	Email hosting	Vision ICT	S	65.00	13.00
Energy Costs	09/10/2025	Streetlighting Electricity J	NPower	L	2,130.59	106.53
Energy Costs	09/10/2025	Streetslights Electricity His	NPower	L	1,010.86	50.54
Miscellaneous Contingency	09/10/2025	Provision of large saw lo	The Montreal Estate	S	100.00	20.00
Electricity and Gas	09/10/2025	Gas	British Gas	L	155.62	7.78
Electricity and Gas	09/10/2025	Electricity	British Gas	L	13.59	0.68
Maintenance	09/10/2025	Village Hall Car park mai	Banbrook Handyman and Garden Se	X	200.00	200.00
Energy Costs	09/10/2025	Calor Gas Bulk Propane C	Calor Gas	L	1,748.98	87.45
Energy Costs	09/10/2025	Electricity	EDF Energy	L	102.24	5.11
Miscellaneous Contingency	09/10/2025	KCPFA Subscription	KCPFA	X	20.00	20.00

Sundridge with Ide Hill Parish Council

ITEMS RECEIVED 1 AUGUST TO 17 OCTOBER 2025

Code	Date	Description	Supplier			Total
Income Pilates	01/08/2025	Pilates Hall Hire	Teresa Baker	X	168.00	168.00
Income Casual	04/08/2025	Village Hall Hire	J H Trading	X	240.00	240.00
HMRC	07/08/2025	VAT refund	HMRC	X	10,085.38	10,085.38
Income Casual	11/08/2025	Village Hall Hire	Wasim Choudry	X	105.00	105.00
Income Dance School	19/08/2025	Village Hall Hire	Judith Essex School of Dance	X	959.44	959.44
Income Radnor House	28/08/2025	Radnor Lease	Radnor House	X	2,750.00	2,750.00
Income Ide Hill Football Club	29/08/2025	Ide Hill FC rent 25-26	Ide Hill & Sundridge Football Club	X	3,300.00	3,300.00
Income Casual	19/09/2025	Village Hall Hire	GL Jones	X	60.00	60.00
Income Cycling Clubs	23/09/2025	Hire of Ide Hill Car Park	Catford Cycling Club	X	200.00	200.00
Precept	30/09/2025	Precept	Sevenoaks District Council	X	42,500.00	42,500.00
Income Casual	10/10/2025	Village Hall Hire	Riley Shorey	X	120.00	120.00
Property Sale	16/10/2025	Sale of Burial Ground	Warners	X	157,680.80	157,680.80
				Total	218,168.62	218,168.62

Sundridge with Ide Hill Parish Council

20 October 2025 (2025-2026)

Payments to be made @ 22 October 2025

Code	Date	Description	Supplier				Total
Travel Expenses	22/10/2025	Mileage	Mrs A C Barlow	X	59.76		59.76
Supplies for meetings	22/10/2025	Coffee and Biscuits	Mrs A C Barlow	X	18.55		18.55
Supplies for meetings	22/10/2025	Coffee cups	Mrs A C Barlow	S	7.91	1.58	9.49
Photocopier and photocopying	22/10/2025	Photocopier	KCC	S	62.36	12.47	74.83
Energy Costs	22/10/2025	Electricity 1 July to 30 Sep 25	NPower	S	1,576.28	315.26	1,891.54
Volunteer Expenses	22/10/2025	Fuel and Oil for Stubbs Wood	Dominic Rossi	S	37.97	7.60	45.57
Grass cutting	22/10/2025	Quarterly Grounds Maintenance July, Aug, Sep 25	Commercial Services	S	6,068.44	1,213.69	7,282.13
Energy Costs	22/10/2025	Calor Gas	Calor Gas	L	11.98	0.60	12.58
Energy Costs	22/10/2025	Electricity	EDF Energy	L	131.35	6.57	137.92
Conveniences energy costs	22/10/2025	Electricity	EDF Energy	L	78.48	3.92	82.40
Total					8,053.08	1,561.69	9,614.77

Appendix B

***Full Council Meetings all take place at Sundridge Village Hall at 7.45pm
(unless stated)***

<i>Monday</i>	<i>26 January</i>	<i>2026</i>
<i>Monday</i>	<i>16 February</i>	<i>2026</i>
<i>Monday</i>	<i>16 March</i>	<i>2026</i>
<i>Monday</i>	<i>27 April</i>	<i>2026</i>
<i>Monday</i>	<i>11 May</i>	<i>2026 – Annual Parish Meeting commencing at 7.00pm</i>
<i>Monday</i>	<i>18 May</i>	<i>2026 – Annual Council Meeting</i>
<i>Monday</i>	<i>22 June</i>	<i>2026</i>
<i>Monday</i>	<i>27 July</i>	<i>2026</i>
<i>Monday</i>	<i>28 September</i>	<i>2026</i>
<i>Monday</i>	<i>26 October</i>	<i>2026</i>
<i>Monday</i>	<i>23 November</i>	<i>2026</i>
<i>Monday</i>	<i>7 December</i>	<i>2026 – Short meeting (urgent items only)</i>

Sundridge with Ide Hill Parish Council

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

Agenda Item 5. Public Open Session

From: Trevor Kennett <Trevor.Kennett@sevenoaks.gov.uk>

Sent: 06 November 2025 08:45

To: KCC – Nigel Williams <Nigel.Williams@kent.gov.uk>

Cc: Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>;
john.evans@sundridgewithidehill-pc.gov.uk; barbara.amos@btinternet.com

Subject: RE: Main Road/new Road Sundridge

Dear Councillor,

I have not heard anything back from KCC, but will chase again.

Kind regards

Trevor

Trevor Kennett

Strategic Head of Direct Services

Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG

From: Nigel Williams - MEM <Nigel.Williams@kent.gov.uk>

Sent: Tuesday, October 21, 2025 1:58:25 PM

To: Trevor Kennett <Trevor.Kennett@sevenoaks.gov.uk>

Cc: Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>;
john.evans@sundridgewithidehill-pc.gov.uk <john.evans@sundridgewithidehill-pc.gov.uk>;

Main Road/new Road Sundridge

Thanks Trevor... this really appreciated

With kind regards

Nigel.

From: Trevor Kennett <Trevor.Kennett@sevenoaks.gov.uk>

Sent: Tuesday, October 21, 2025 1:55:53 PM

To: Nigel Williams - MEM <Nigel.Williams@kent.gov.uk>

Cc: Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>;
john.evans@sundridgewithidehill-pc.gov.uk <john.evans@sundridgewithidehill-pc.gov.uk>;

Subject: Main Road/new Road Sundridge

Dear Councillor,

Thank you for your email.

I have spoken to our community safety and environmental health teams who have both said this is a KCC highway issue. While the landowner is responsible for cutting back hedges and other vegetation overhanging the path, the highway authority (KCC) has a duty to ensure that this is done.

I will take this issue up with Mike Payton the KCC Sevenoaks highway manager to see how this can be resolved. I will keep you posted.

Kind regards

Trevor

Trevor Kennett, FRSA

Strategic Head of Direct Services

Direct Services | Waste & Recycling | Health & Safety | Emergency Planning | Parks & Countryside | Environmental Enforcement | Markets | Fleet & Depot | Clean & Green | CCTV | Commercial Services | Parking & Traffic Enforcement.

Sundridge with Ide Hill Parish Council

From: Nigel.Williams@kent.gov.uk <Nigel.Williams@kent.gov.uk>
Sent: 21 October 2025 12:44
To: Trevor Kennett <Trevor.Kennett@sevenoaks.gov.uk>
Cc: Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>;
john.evans@sundridgewithidehill-pc.gov.uk; barbara.amos@btinternet.com
Subject: FW: Main Road/new Road Sundridge

Good morning Trevor,
Thanks for your time this morning. Below is the email you requested. Please let me know how we can best proceed to get the desired result.

With kind regards.

Nigel.

From: Barbara Amos <
Sent: 14 October 2025 17:24
To: Nigel Williams - MEM <Nigel.Williams@kent.gov.uk>
Subject: Main Road/new Road Sundridge

[You don't often get email from barbara.amos@btinternet.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Hi Nigel

I'm sorry to bother you again but the house on the corner of main road and new road really need to cut back their bushes. I did fill in a form to Kent county council. The reference they gave was 899563. I've just gone in to get update to what is happening and saw they had put no action required. As you can see by the photo attached (I sent this to kkc) the bushes are way over onto the pavement. It should be cut back to the boundary of their property. Something should really be done as it's an accident waiting to happen. I hate getting out of new road.

The parish council have said twice that they would send a letter to no 239 obviously that letter has not been sent.

I am hoping to make the parish meeting this Monday 20th October.

I do hope you can help in this matter.

Kind regards

Barbara Amos

Sundridge with Ide Hill Parish Council

9. Finance, Personnel & Governance items

9.1 To agree the items received, paid and payable

21 November 2025 (2025-2026)

RECEIPTS LIST 20 October to 21 November 2025

Code	Date	Description	Supplier			Total
Income Casual	28/10/2025	Village Hall Hire	Sevenoaks Players	X	40.00	40.00
Income Casual	28/10/2025	Hall Hire	Sevenoaks Players	X	40.00	40.00
Income Casual	04/11/2025	Village Hall Hire	Hall Hire Casual	X	220.00	220.00
Income Casual	04/11/2025	Hall Hire	Hall Hire Casual	X	220.00	220.00
Income Casual	12/11/2025	Hall Hire	Hall Hire Casual	X	100.00	100.00
Income Pilates	17/11/2025	Hall Hire	Hall Hire Casual	X	192.00	192.00
Total					812.00	812.00

21 November 2025 (2025-2026)

PAYMENTS LIST - 20 October to 21 November 2025

Code	Date	Description	Supplier			Total
Cleaning	20/10/2025	Cleaning	Val & Sander Reytenbach	X	180.00	180.00
Conveniences cleaning	20/10/2025	Cleaning	Val & Sander Reytenbach	X	500.00	500.00
Travel Expenses	22/10/2025	Mileage	Mrs A C Barlow	X	59.76	59.76
Photocopier and photocopying	22/10/2025	Photocopier	KCC	S	62.36	12.47 74.83
Supplies for meetings	22/10/2025	Coffee and Biscuits	Mrs A C Barlow	X	18.55	18.55
Supplies for meetings	22/10/2025	Coffee cups	Mrs A C Barlow	S	7.91	1.58 9.49
Grass cutting	22/10/2025	Quarterly Grounds Maintenance July, Aug, Sep 25	Commercial Services	S	6,068.44	1,213.69 7,282.13
Energy Costs	22/10/2025	Electricity 1 July to 30 Sep 25	NPower	S	1,576.28	315.26 1,891.54
Energy Costs	22/10/2025	Calor Gas	Calor Gas	L	11.98	0.60 12.58
Energy Costs	22/10/2025	Electricity	EDF Energy	L	131.35	6.57 137.92
Conveniences energy costs	22/10/2025	Electricity	EDF Energy	L	78.48	3.92 82.40
Grass cutting Church	22/10/2025	Grant to PCC	St Mary's PCC	X	2,000.00	2,000.00
Clerk pension	23/10/2025	Pension	Nest	X	170.95	170.95
WiFi	31/10/2025	WiFi Village Hall	Onecom Limited	S	77.34	15.47 92.81
WiFi	31/10/2025	WiFi Village Hall	Onecom Limited	S	77.34	15.47 92.81
Parish mobile telephone	11/11/2025	Mobile	Mrs A C Barlow	S	19.79	3.96 23.75
Software Adobe	11/11/2025	Adobe software	Mrs A C Barlow	S	10.95	2.19 13.14
Training	11/11/2025	KALC Finance Conference 2024	KALC	S	70.00	14.00 84.00
Training	11/11/2025	KALC Clerk's Conference 2025	KALC	S	70.00	14.00 84.00
Parish Zoom account	11/11/2025	Zoom	Mrs A C Barlow	S	11.99	2.40 14.39
Parish WiFi (Clerk)	11/11/2025	WiFi	Mrs A C Barlow	X	10.00	10.00
Dog Bins	11/11/2025	Emptying dog bins	Sevenoaks District Council	S	546.00	109.20 655.20
Maintenance Contract	11/11/2025	Streetlighting Contract 25-26 Payment 2 of 2	Streetlights	S	1,259.14	251.83 1,510.97
Electricity and Gas	11/11/2025	Electricity Hall	British Gas	L	63.76	3.19 66.95
Electricity and Gas	11/11/2025	Gas Village Hall	British Gas	L	136.81	6.84 143.65
Volunteer Expenses	11/11/2025	Fuel and Oil for Stubbs Wood	Dominic Rossi	S	40.87	8.18 49.05
Legal Services	11/11/2025	Professional Services	KCC	S	59.60	11.92 71.52
Music Licence	11/11/2025	Music Licence	PPL PRS	S	153.78	30.76 184.54
Remembrance Sunday	11/11/2025	Poppy wreath	Royal British Legion	X	75.00	75.00
Cleaning	20/11/2025	Cleaning	Val & Sander Reytenbach	X	180.00	180.00
Conveniences cleaning	20/11/2025	Cleaning	Val & Sander Reytenbach	X	500.00	500.00

9.2 To note the draft minutes of the Finance & Personnel Committee Meeting held on 17 November 2025.

*Minutes of the Finance & Personnel Committee Meeting
Held at Sundridge Village Hall on 17 November 2025, 7.30 pm*

Present: Councillors Allgood (in part), Banbrook (in part), Evans, Fribbens, Maybury (Chairman) and Powell

Apologies: None

In attendance: Amanda Barlow – Clerk and 0 members of the public

1. To receive apologies and reasons for absence.

There were no apologies

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

None.

4. **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.

5. **To note the Terms of Reference for the Finance & Personnel Committee**

Members agreed that the Terms of Reference for the Finance & Personnel Committee should be put to the Full Council meeting for approval.

Cllr Allgood arrived at the meeting.

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

6.1 Six months monitoring at 30 September 2025

Members discussed, at length, each section of the budget and made various comments and recommendations. The notes are marked on the attached budget sections at Appendix A.

6.2 Reserves Policy and allocation of Reserves

Members noted the reserves and agreed that the allocation of reserves would need to take place after the Strategic Planning had taken place. It was agreed to recommend that 50% of the precept should be held in General Reserves.

7. Bank Reconciliation

7.1 To agree the bank reconciliations for the period 1 April to 30 September 2025 as at Appendix B.

Members agreed the bank reconciliation and it was agreed that Cllr Fribbens and Maybury would review the 6 months bank reconciliation in detail.

8. Policies/Guidance

8.1 Finance Risk Assessment

Members resolved to agree the Financial Risk Assessment. Members asked the Clerk to check with KALC their advice on a cyber attack on the bank account.

8.2 Financial Regulations

Members agreed the Financial Regulations and recommend they are adopted by the Full Council at the meeting on 24 November 2025.

8.3 Preparation for Martin's Law

Members discussed the forthcoming implementation of Martin's Law and agreed in the first instance that all events organised and/or attended by the Parish Council should have risk assessments. It was agreed the Clerk would prepare risk assessments for the forthcoming Christmas events.

8.4 First Aid/Defibrillators

The Clerk advised that there been a First Aid presentation at the Clerk's Conference.

It was agreed that the Parish Council should:

- *Check the defibrillators before each Council meeting and report to the meeting*
- *Funds should be allocated to provide First Aid training for residents*
- *First Aid packs (to prevent catastrophic bleeding) should be placed by the side of each defibrillator and that there should be a first aid pack in the village hall and a pack should be available for the Parish Council to use at outside events.*

The Clerk advised that it had been recommended to keep the Defibrillator boxes locked as it was absolutely vital that members of the public call 999 first prior to using the defibrillator. It also prevents members of the public "removing the defibrillator".

9. Strategic Planning

9.1 Strategic Planning

Members unanimously agreed that the Parish Council should carry out a strategic planning exercise in January 2026. It was agreed that this should be held in a "third party" venue and some funds should be allocated to facilitate the exercise.

9.2 Strategic Investment Planning

Members agreed that the Investment Planning should take place after Members had decided the strategy for the Council.

10. AGAR 2025/26

10.1 Preparation for Assertion 10

The Clerk advised that the Parish Council will now have to comply with Assertion 10. It was agreed that the Parish Council should look at a new website and the Clerk, Cllrs Fribbens and Allgood would review the various options and bring the findings to the January 2026 meeting.

10.2 IT Policy

It was agreed that the Clerk should put together an IT Policy to be agreed by Members.

11. Date of next meeting Tuesday 20 January 2026 at 7.00pm – Ide Hill Village Hall

Sundridge with Ide Hill Parish Council

Appendix A

General - Income

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
160	Bank Interest			110.81			110.81
134	Bank Transfer						
90	Grants						
103	HMRC		9,000.00	25,433.56			16,433.56
89	Precept		85,000.00	85,000.00			
159	Property Sale			157,680.80			157,680.80
133	SDC CIL						
91	Sevenoaks District Council CIL						
			94,000.00	£268,225.17			174,225.17

Administration Costs

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance	
			Budget	Actual	Budget	Actual	Budget	
127	Bank Charges				150.00	60.75	89.25	
131	Defibrillators				1,575.00	1,638.12	-63.12	
20	Email address hosting				315.00	73.33	241.67	
10	Hire of Ide Hill Village H				100.00	162.00	-62.00	
7	Insurance Policy				2,700.00	2,849.06	-149.06	
24	Miscellaneous Conting				100.00	50.00	50.00	
21	Parish mobile telephon				300.00	158.32	141.68	
22	Parish WiFi (Clerk)				120.00	80.00	40.00	
23	Parish Zoom account					95.92	-95.92	
16	Photocopier and photox	350.00		211.77	500.00	219.09	142.68	
14	Postage				50.00		50.00	
15	Printing				50.00		50.00	
139	Scribe Accounting Soft				630.00	561.60	68.40	
18	Software Adobe				200.00	131.40	68.60	
17	Stationery				100.00		100.00	
9	Subscriptions			979.99	1,260.00	1,693.32	546.67	
8	Supplies for meetings				250.00	96.56	153.44	
13	Training				500.00	190.00	310.00	
4	Travel Expenses				500.00	292.68	207.32	
19	Website Maintenance				315.00	583.65	-268.65	
		350.00	£1,191.76	9,715.00	£8,935.80	1,620.96		

Comments:
Highlighted rows are paid for the year.
Website - possibly look at a new provider for next year
Cancel zoom account
Agreed to allocate funds for new website

General - Events and Celebrations

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
79	Annual Parish Meeting - Ide Hill				350.00		350.00
148	Annual Parish Meeting - Sundridge				350.00	465.00	-115.00
76	Christmas festivities Ide Hill				350.00		350.00
77	Christmas festivities Sundridge				500.00	182.99	317.01
135	Christmas Trees				400.00		400.00
80	Great British Spring Clean				100.00		100.00
82	Operation Menai Bridge				75.00		75.00
78	Remembrance Sunday				75.00	75.00	
137	Spring/Summer Event - Ide Hill				850.00	767.76	82.24
138	Summer Event - Sundridge						
					3,050.00	£1,490.75	1,559.25

The £189.99 is from 24/25

General - Members Expenses

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
6	Election Expenses						
5	Members Expenses				100.00	49.72	50.28
					100.00	£49.72	50.28

General - Professional Services

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
158	Auctioneer					350.00	-350.00
29	External Auditor				500.00		500.00
28	Internal Auditor				500.00	333.30	166.70
25	Legal Costs				500.00		500.00
156	Legal Services					59.60	-59.60
27	Payroll				275.00	126.00	149.00
46	ROSPA Inspection (Playgrounds)				350.00		350.00
					2,125.00	£868.90	1,256.10

ROSPA Insepction in Jan 26

Sundridge with Ide Hill Parish Council

Grants

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
85	Grass cutting Church				2,000.00	2,000.00	
84	Ide Hill Village Hall Trust				1,500.00		1,500.00
86	Other grants				1,500.00	250.00	1,250.00
					5,000.00	£2,250.00	2,750.00

Grounds Maintenance

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
43	Dog Bins				1,500.00	2,132.00	-632.00
40	Grass cutting				13,775.00	10,342.37	3,432.63
42	Hedges				500.00		500.00
45	Miscellaneous Conting				500.00	100.00	400.00
143	Pest Control				500.00		500.00
41	Tree work				500.00	300.00	200.00
					17,275.00	£12,874.37	4,400.63

The Clerk advised there is no saving to having dog bins or litter bins as SDC charge to empty both.
One additional grounds maintenance bill to pay

Highways

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
36	Bus Shelters				250.00		250.00
39	Miscellaneous Conting						
38	Notice boards				200.00		200.00
37	Village signs				250.00		250.00
					700.00		700.00

General - Streetlighting

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
31	Energy Costs				7,000.00	6,116.47	883.53
30	Maintenance Contract				2,600.00	2,518.28	81.72
149	Maintenance				3,000.00		3,000.00
32	Repairs				3,260.00	8,028.50	-4,768.50
					15,860.00	£16,663.25	-803.25

Move from reserves
£5,000

Sundridge with Ide Hill Parish Council

Ide Hill - Goathurst Common

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
109	Maintenance				250.00		250.00
152	Playground Equipment			1,513.68		36,945.41	-35,431.73
154	Playground Fundraising			400.00			400.00
150	Playground Grant			12,500.00			12,500.00
				£14,413.68	250.00	£36,945.41	-22,281.73

Ide Hill - Stubbs Wood

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
33	General Costs				3,400.00		3,400.00
120	Income Cycling Clubs		200.00	200.00			
128	Income General						
119	Income RPA		4,700.00				-4,700.00
34	Professional Services				1,000.00	1,100.00	-100.00
144	Training				1,000.00		1,000.00
35	Tree Survey				500.00		500.00
145	Volunteer Expenses				800.00	118.59	681.41
			4,900.00	£200.00	6,700.00	£1,218.59	781.41

Ide Hill Car Park and Public Conveniences

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
64	Conveniences cleaning				6,000.00	4,000.00	2,000.00
66	Conveniences door pay system					910.00	-910.00
68	Conveniences energy costs				680.00	649.72	30.28
65	Conveniences Maintenance				1,000.00	120.00	880.00
67	Conveniences supplies				550.00	280.54	269.46
69	Conveniences water				1,000.00	4,828.33	-3,828.33
63	Ide Hill car park (at public conveniences)				500.00		500.00
122	Income Grant						
123	Income Nayax		2,500.00	555.63			-1,944.37
71	Miscellaneous Contingency				150.00	4.00	146.00
70	Sevenoaks District Council Rates				370.00		370.00
			2,500.00	£555.63	10,250.00	£10,792.59	-2,486.96

Members need to move funds from reserves - there was money held in reserves for the toilets to cover the Castle Water bill
£4,000

Ide Hill Recreation Ground

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
87	Ground maintenance				250.00		250.00
146	Hedge Cutting				250.00		250.00
153	Ide Hill Green				250.00		250.00
88	Playground maintenance				250.00		250.00
					1,000.00		1,000.00

Sundridge with Ide Hill Parish Council

Sundridge - Bowers Meadow

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
73	Ground maintenance				4,250.00		4,250.00
72	Playground maintenance				250.00		250.00
					4,500.00		4,500.00

Sundridge - Coronation Garden

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
74	Coronation memorial						
75	Ground maintenance				2,000.00		2,000.00
					2,000.00		2,000.00

Sundridge & Brasted Social Club

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
147	Legal Costs					1,261.00	-1,261.00
125	Maintenance				250.00		250.00
					250.00	£1,261.00	-1,011.00

Sundridge Recreation Ground

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
59	Adult exercise equipment				50.00		50.00
56	Cleaning				350.00		350.00
60	Energy Costs				1,500.00	3,602.67	-2,102.67
58	Ground Maintenance				400.00	300.00	100.00
115	Income Casual						
117	Income Ide Hill Football Club		3,000.00	3,300.00			300.00
116	Income Radnor House		10,000.00	7,750.00			-2,250.00
124	Income Sundridge AllStars		600.00	110.00			-490.00
62	Miscellaneous Contingency				500.00	20.00	480.00
57	Pavilion Maintenance				3,000.00	1,125.00	1,875.00
130	Professional Services						
142	Sundridge Pavilion Renovations				1,510.00	3,007.00	-1,497.00
61	Water				250.00	1.43	248.57
			13,600.00	£11,160.00	7,560.00	£8,056.10	-2,936.10

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Sundridge Village Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
155	Booking Software				500.00		500.00
132	Car Park				500.00		500.00
47	Cleaning				2,500.00	1,440.00	1,060.00
49	Electricity and Gas			390.00	3,000.00	3,082.67	307.33
111	Income Boogie Bounce		1,575.00	504.00			-1,071.00
114	Income Casual		1,500.00	1,186.67			-313.33
110	Income Dance School		4,000.00	1,915.81			-2,084.19
113	Income Pilates		1,000.00	348.00			-652.00
48	Maintenance			400.00	500.00	600.00	300.00
54	Music Licence				175.00	153.78	21.22
141	Renovations				2,750.00		2,750.00
151	Supplies				250.00		250.00
50	Water				100.00		100.00
52	WiFi				550.00	565.28	-15.28
			8,075.00	£4,744.48	10,825.00	£5,841.73	1,652.75

The rates for our regular hirers were increased from 1 September 2025 so the income will increase when the payments for Sept/Oct/Nov/Dec are made. The hall is very busy in December with parties.

Sundridge with Ide Hill Parish Council

Appendix B

Balance per bank statements as at 30 September 2025:	£	£
Unity Trust Bank General Account	£74,610.73	
Unity Trust Bank Reserves Account	£7,052.59	
Net balances as at 30 September 2025		£81,663.32

The net balances reconcile to the Cash Book (a receipts and payments account, which should be maintained even if your authority uses income and expenditure accounting) for the year, as follows:

CASH BOOK

Opening Balance 1 April 2025	£54,865.45
Add: Receipts 1 April 2025 to 30 September 2025	£142,483.25
Less: Payments 1 April 2025 to 30 September 2025	-115,685.38
Closing balance per cash book [receipts and payments book] as at 30 September 2025 (must equal net balances above)	£81,663.32

Sundridge with Ide Hill Parish Council

To resolve to agree, if appropriate, the following items recommended by Members at the Finance & Personnel Committee meeting

9.2.1 Terms of Reference for the Finance & Personnel Committee (small amendment highlighted in yellow)

The role of the Finance & Personnel Committee is to oversee all aspects of the financial administration and governance of the Council as well as all human resources (HR) activities for both employees and councillors.

a) Membership

- i. The Committee shall consist of minimum of five Councillors appointed at the Annual Meeting of the Parish Council each May.
- ii. The Committee will elect a Chair from Councillor Members at its first meeting after the Annual Meeting of the Parish Council.
- iii. The Quorum for a meeting will be a minimum of three Councillor Members.

b) Meetings

- i. The Committee is required to hold meetings at least three meetings per year.
- ii. The Committee will have the right to convene special meetings in accordance with the Council's standing orders.
- iii. Committee meetings are formal and therefore the agenda will be displayed publicly and standing orders will apply.
- iv. The Clerk shall attend all Committee Meetings and be responsible for producing accurate minutes of the meetings.
- v. The meetings shall be open to the public.

c) Voting

- i. All decisions of the Committee shall be determined by majority vote. The Chair of the Committee has the casting vote when there are equal numbers of votes.

d) Finance

The Finance and Personnel Committee will have delegated powers to:

- i. Develop and recommend to Council policies and procedures for the financial management of the Council
- ii. Carry out an annual review of the Financial Regulations and Finance and Personnel Committee's Terms of Reference and present them to the Council for adoption.
- iii. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible
- iv. Receive and consider annual budgets prepared by the Amenities Committees
- v. Prepare an annual budget for the Council and recommend an annual precept.
- vi. Undertake a review and reconciliations of the accounts
- vii. Ensure 2 Councillors carry out the bank reconciliation quarterly
- viii. Monitor purchasing decisions to ensure value for money as agreed in the Financial Regulations.
- ix. Undertake a financial risk analysis annually and review the Council's insurance arrangements to ensure that property and identified risks are adequately insured.
- x. Receive and review Audit Reports and ensure the implementation of any recommendations.
- v. Consider requests for community and other grants within agreed annual budgets and make recommendations to the Council.

- vi. Review and agree an IT Policy for the Council
- vii. Review and be responsible for the Health & Safety Policies of the Council including the defibrillators
- viii. Review and be responsible for the Parish Council website

e) Organisation

The Finance and Personnel Committee will have delegated powers to:

- i. To determine and recommend to Council, policies and procedures for the line management of the Council's human resources
- ii. To promote and lead the continuous professional development and training of both staff and councillors
- iii. Members of the Committee will be invited to stand on a Complaints Committee if and when required.

f) Pay and Conditions

The Finance and Personnel Committee will have delegated powers to:

- i. Consider and recommend to Council the pay and contractual conditions of employment of the Clerk and review/update these as necessary to comply with UK Employment Law as well as good practice

g) Grievance, Misconduct and Dismissal

The Finance and Personnel Committee will have delegated powers to:

- i. Oversee the grievance, misconduct and dismissal procedures in relation to staff and make recommendation to Full Council when appropriate.

h) Health and Safety

The Finance and Personnel Committee will have delegated powers to:

- i. Ensure that Health and Safety of all involved in the work of the Council by providing appropriate workspaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- ii. Further assess personnel risks as defined by the External Auditor and provide appropriate recommendations to Full Council.

i) Rules and regulations

- i. The Councillor's Code of Conduct will apply to all Members of the Committee.
- ii. The conduct of the meeting will be governed by the Council's Standing Orders.
- iii. Any financial transaction approved by the Committee will be governed by the Council's Financial Regulations.

Personnel Sub-Committee

The role of the Personnel Sub-Committee is to provide line management to the Clerk. The Personnel Sub Committee is a subcommittee of the Finance & Personnel Committee.

(a) Membership

- i. The HR Sub-Committee shall consist of a minimum of three Councillors, the Chair of the Council, the Vice Chair of the Council and the Chair(s) of the Finance & Personnel Committee. Members may also agree to include another Councillor if they have specific expertise in the management of staff.

(b) Meetings

- i. The Personnel Sub-Committee will arrange meetings as required.
- ii. The meetings shall not be open to the public.

(c) Voting

- i. All decisions of the Personnel Sub-Committee shall be determined by majority vote.

(d) Rights and Powers

The Personnel Sub-Committee will have delegated powers to:

- i. Take urgent action if required.
- ii. Make recommendations to the Finance & Personnel Committee and the Council for consideration and approval.
- iii. Take responsibility for any safeguarding issues
- iv. Support the Clerk with any Freedom of Information requests
- v. Carry out the performance management of the Clerk and make recommendations to the Council.

(e) Responsibilities

- i. To provide regular updates to the Full Council on the Clerk's progress.
- ii. The Personnel -Committee is to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Model Code of Conduct as signed by all members of the Parish Council.

(f) Rules and regulations

- i. The Councillor's Code of Conduct will apply to all Members of the Committee.
- ii. Any financial transaction recommended by the Personnel Sub-Committee will be governed by the Council's Financial Regulations.

9.2.2 Budget Monitoring at November 2025 (as above)

9.2.3 Reserves

Reserves Policy

PURPOSE

The Purpose of the policy is to set out how the council will determine and review the level of reserves.

Sundridge with Ide Hill Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes. As part of the year-end Annual Return (now referred to as an AGAR – Annual Governance & Accountability Return) submitted to the External Auditor, whenever the total of the council's reserves (total reserves -Box 7) is more than twice the annual precept value (precept – Box 2), the council is requested to provide an explanation of the high level of reserves.

Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-

- the expenditure must not be recurring
- income in the reserves from the sale of fixed assets (capital receipts) such as the sale of land can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and machinery.

Budget allocations can be moved from one budget line to another during the course of a financial year, with approval from the council, so long as the total expenditure for the financial year is not exceeded. This is commonly referred to as "virement".

TYPE OF RESERVES

Reserves can be categorised as:-

- Earmarked
- Ring Fenced
- General

EARMARKED RESERVES

Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. **They are not to be used for emergency operations.**

Earmarked reserves must be reviewed (and usually established) by the council during the annual budget setting process. Every earmarked reserve proposal must include reasonable costing for each project and an estimated timescale.

Earmarked reserves will be administered by the Finance & Personnel Committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by full council.

The RFO will note earmarked reserves movements at the end of the financial year.

Earmarked reserves can be held for:-

- Renewals - to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets or excessive Precept increases.
- Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

RING FENCED RESERVES

Ring fenced reserves are money or grants (legacies / bequests) allocated for a specific project only.

Section 106 funding and the new Community Infrastructure Levy (CIL) funding passed down to parish/town councils are effectively a ring fenced reserve.

Grants/legacies/bequests often come with strict criteria as to how and when the money provided must be spent.

GENERAL RESERVES

General reserves are funds which do not have any restrictions placed upon them as to their use.

These can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Sundridge with Ide Hill Parish Council considers a prudent level of general reserves to be no more than **6 months or 50%** of its annual expenditure/precept. However, the amount of general reserves should be annually risk assessed and approved by the council.

If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the council would be able to draw down from its earmarked reserves to provide short term resources.

Even when in times of extreme pressure are placed upon the councils finances the council must always keep a minimum balance sufficient to pay 3 months salary to staff and associated payroll costs (e.g. employers NI) in general reserves.

OPPORTUNITY COST OF HOLDING RESERVES

In addition to allowing the council to manage unforeseen financial pressures and plan known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised.¹ This investment income is fed into the budget strategy.

However, there is an “opportunity cost” of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if the funds were used to repay a debt, the opportunity cost would equate to the saving on the repayment of interest, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the council with no funds to neither manage unexpected risks nor provide a mechanism to fund unplanned expenditure for which the reserves were earmarked.

Given the opportunity costs of holding reserves it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

Current Reserves

RESERVES				
As at 21 November 2025				189,859
Agreed transfer from reserves				
Bowers Meadow	4,000			
Stubbs Wood	3,000			
			7,000	
Recommended transfers from reserves				
To working capital account	30,000			
To Streetlighting	5,000			
To Ide Hill Public Conveniences	4,000			
			<u>39,000</u>	
Recommended transfers from reserves			46,000	-46,000
Reserves remaining after above transfers				143,859
Ring Fenced Reserves	4,065	Goathurst Playground		
Geneal Reserves 50% of precept	42,500			
	46,565			<u>-45565</u>
Reserves to be allocated				98,294

9.2.4 Financial Regulations - attached

9.2.5 Strategic Planning Day

To agree a date and allocate resources for an off site planning day.

9.3 To appoint a trustee for the Ide Hill Village Hall Trust

IDE HILL VILLAGE HALL TRUST
Registered Charity No: 302771

Annual General Meeting 9th December 2025 @7.30pm

Agenda

Present:

Apologies:

1. Minutes of Previous AGM (05/02/25) incl Matters Arising
2. Treasurer's Report and Accounts
3. Chairman's Report
4. Village Hall Maintenance Update
5. Trustee Nominations and Election
6. Management Committee Members incl Trustees, Representatives of Village Groups/Organisations, Ex-Officio and Co-opted
7. A.O.B.

9.4 To agree, if appropriate, the Landscape Contract for 2026/27

Contract #: LS.PC.Q026.060F

Your grounds maintenance contract renewal 2026/27

This quotation is valid for 30 days. It is subject to VAT and the availability of plant and materials.

Customer name: Sundridge with Ide Hill Parish Council

Manager: Nicky Frampton

Date: 12th November 2025

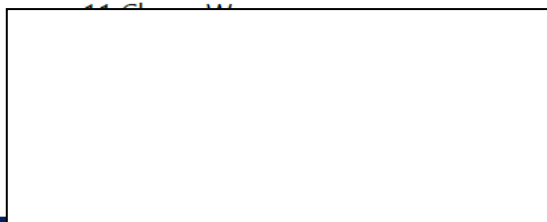
Site contact: Ms A Barlow

Customer address:

Sundridge and Ide Hill Parish Council

11 Elm Hill

Sundridge, Cambs



One year agreement option

Sundridge - Coronation Gardens - Hand mow on 12 occasions	£614.88	
Sundridge - Coronation Gardens - Hand mow river bank adjacent to footpath from 128 Main Road to the bridge in Chevening Road on 12 occasions	£614.88	
Sundridge - Bowsers Meadow - Flail mow on 12 occasions	£614.88	
Sundridge - Bowsers Meadow - Hedge cutting on 1 occasion	£107.60	
Sundridge - Bowsers Meadow - Hand mow play area on 12 occasions	£1229.76	
Sundridge - Bowsers Meadow – Mow whole area on 8 occasions	£1229.76	
Sundridge - Recreation ground - Gang mow playing surface and surrounding close mown areas on 8 occasions	£1229.76	
Sundridge - Recreation ground - Strim the southern boundary on 8 occasions	£819.84	

Sundridge with Ide Hill Parish Council

Sundridge - Recreation ground - Flail mow north and west boundary on 8 occasions	£819.84	
Sundridge - Recreation ground - Strim Approach Road on 8 occasions	£409.92	
Ide Hill - Goathurst Common Recreation Ground - Gang mow on 12 occasions	£614.88	
Ide Hill - Goathurst Common Recreation Ground - Hand mow play area on 6 occasions	£614.88	
Ide Hill - The Green - Gang mow on 12 occasions	£614.88	
Ide Hill - The Green - Traffic Roundabout - Hand mow on 12 occasions	£590.28	
Ide Hill - The Green - Hand mow the banks surrounding the green on 12 occasions	£1783.15	
Ide Hill - Wheatsheaf Hill - Flail mow on 6 occasions	£587.21	
Ide Hill - Mount Pleasant - Hand mow on 7 occasions	£1032.99	
Ide Hill - Camberwell Lane playing field - Gang mow on 15 occasions	£768.60	
Ide Hill - Camberwell Lane play area - Hand mow on 7 occasions	£358.68	

On behalf of the above establishment, I confirm acceptance of this quotation.

Name:

Position:

Signature:

Date:

10. Ide Hill

10.1 To note the Ide Hill update

- Toilets are running with no problems. There have been issues with Nayax which appears to be a security checking issue but has now been resolved.
- Cllr Fribbens laid the wreath at the war memorial on 11/11.
- The pre-school has asked for grant and been sent an application form.
-

10.2 To discuss and agree the following in relation to Stubbs Wood

10.2.1 An allocation of funds for the following:

- a. To improve the main path just beyond the Lady Amherst Drive viewpoint to raise the level of the path that gets boggy and create a wetland/pond between the path and the road.

To improve the track above the house at the bottom of Wheatsheaf Hill, some levelling with material alongside the path.

The Volunteers recently spent some time trying to improve parts of the access ways along Lady Amherst's Drive and above the house at the bottom of Wheatsheaf Hill, where water accumulates and quickly turns into mud. It was suggested that what requires to be done to the main path just beyond the Lady Amherst Drive viewpoint is to raise the level of the path that gets boggy and create a wetland/pond between the path and the road. And to the track above the house at the bottom of Wheatsheaf Hill, some levelling with material alongside the path. It would much improve matters for all visitors to Stubbs Wood if this were done. However, the work required is beyond what the Volunteers can achieve. Ian Courtneidge has kindly obtained a quotation for carrying out the work from Graham Twinam, who estimates 2.5 days to do both areas. His daily rates are labour £270 (no VAT). Plant including VAT £150, so a budget of up to £1,060 would be required. Would you be able to give some thought to this, since it is a large proportion of the funds allocated to Stubbs Wood? We presume that no special permission is needed to carry out this work, which appears largely to be the result of the woodland operations carried out by Aztec.

- b. Tree survey – awaiting a price from Jim Quaife

- c. Spraying by Aztech

Invasive species spraying - From: "Aztech Group" <office@aztechgroupse.co.uk>

Sent: Wednesday, 3 September, 2025 16:00

To: clerk@sundridgewithidehill-pc.gov.uk

Cc: martyn.fribbens@sundridgewithidehill-pc.gov.uk

Subject: RE: Final extraction at Stubbs Wood

Hi Amanda,

I hope all is well.

We can undertake the spraying at Stubbs wood on a day rate at £360+VAT per day.

We envisage it taking 4-5 days to get everything covered.

Please let me know if you would like us to proceed.

Current Financial Position of Stubbs Wood:

Sundridge with Ide Hill Parish Council

Stubbs Wood Budget @ 31 October 2025

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
Carried f/wd from 2024/25		503.00		
Payments to 30 September 2025			1,778	
		503.00	1,778	
In budget from Parish Council	3,000.00			
Transfer from Reserves (October 2025)	3,000.00			
Plus c/f	<u>503</u>			
	6,503.00			
Less payments	<u>1778</u>			
	£4,725.00			

10.2.3 Presentation by Kate Harvey of Maydencroft

To agree a date for the presentation.

10.2.4 Current position with regard to the Stubbs Wood Management Plan and the RPA Grant.

Sundridge with Ide Hill Parish Council

10.3 To discuss and agree, if appropriate, next actions with regard to the land access form in relation to the Scout Hut

From: Mark Davis <mark.davis@warners.law>

Sent: 14 November 2025 12:30

To: clerk@sundridgewithidehill-pc.gov.uk

Cc: Debbie Moore <d.moore@warners.law>; Alex Walters <A.Walters@warners.law>

Subject: RE: Ide Hill - Scout Hut

Dear Amanda,

Thank you for your email of Tuesday.

This is interesting because we haven't been asked to review a Land Access Form before, although we have quite a lot of experience in dealing with cable wayleaves and easements, and in particular Alex Walters here, copied in.

Alex is happy to review the correspondence and the form and advise the Parish Council. This may involve a couple of hours of Alex of course from his time and at his hourly rate we would propose to do this for a fee of £500 plus VAT. Is that satisfactory? If so, Alex will proceed.

Regards,

Mark

Mark Davis

Partner | Solicitor | Commercial Property



[Success needs planning](#)

Warners Law LLP

16 South Park

Sevenoaks, Kent, TN13 1AN

T: 01732 747944

F: 01732 747919

E: mark.davis@warners.law

Sundridge with Ide Hill Parish Council

From: Clive Powell <adviser@kentalc.gov.uk>
Sent: 21 October 2025 13:38
To: clerk@sundridgewithidehill-pc.gov.uk
Subject: KALC

Hi Amanda

Thats kind and hope you are all well.

Thanks. I think it would be prudent and part of your due diligence. Therefore, you could use your local regular solicitor for this oversight, but if not, the following are known to us and work with our members (so know the LG legislation and our culture):

roger.taylor@wellerslawgroup.com

enquiries@surreyhillssolicitors.co.uk

Roger and Kate are both very helpful and happy to chat.

In all cases its s.111 powers 1972 LGA to pay.

There maybe issues around covenants and easements so as a local authority you should check. I might also at least ask UKPN if they will cover your legal costs (so s.139 powers 1972 LGA allows them to cover this as the input power i.e. receiving the money in and then s.111 as the output power), and this might be all or a %. I suspect they may have policy here or discretion, but they can only say no: so worth asking!

It must be said that all utility providers have significant statutory powers; so, this is about due diligence at your end but also getting the best outcome as a local authority and for the community. I suspect it is formulaic and as I say a done deal, but caution should always be applied and Roger and Kate might be happy to chat for nothing in any case: tell them you are members of KALC.

Kindest

Clive



Clive Powell

t: [+44 01304 820173 Option 3](tel:+441304820173) | e: adviser@kentalc.gov.uk

w: www.kentalc.gov.uk

a: Kent Association of Local Councils, White Cliffs Business Park,
Whitfield, Dover, Kent, CT16 3PJ

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11. Sundridge

11.1 To note the Sundridge Amenities update

To follow

11.2 To discuss and agree, if appropriate, next actions with regard to Bowser's Meadow

Presentation from the team on Bowsers Meadow

12. General Items

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

12.1 Streetlighting

No further update. The lights are being repaired in early December.

12.2 Highways

12.2.1 Speeding

From: Nigel.Rowe@kent.gov.uk <Nigel.Rowe@kent.gov.uk>

Sent: 27 October 2025 15:59

To: clerk@sundridgewithidehill-pc.gov.uk

Cc: Nigel.Williams@kent.gov.uk

Subject: RE: Accepted: Sundridge and Ide Hill review ATC results

Hello Amanda,

I have copied the ATC results below for your perusal. They were placed over 3 locations through the village on the A25. They were in place for a full 24/7 period from the 27/9 to 3/10. In summary with the exception of one 85th percentile reading at the start of the 30mph limit all readings are way below the police enforcement threshold. The one reading at 35mph is at the start of the 30mph limit and further readings evidence that they are slowing down sufficiently. I see that you are using the speed banner I provided, which is good to see. Based on these readings I cannot see what other improvements can be made as this is a very well complied with speed limit. I have done similar for Brasted and it seems that the speed limit for this entire stretch of the A25 is very well complied with.

Whilst in the area I have had a look at the signage in place, and it appears that there is an overuse of 30mph signs in particular having repeaters on the streetlights when in essence the presence of a streetlighting system denotes 30mph. There are also large terminal signs as you leave Brasted and enter Sundridge. Strictly speaking the 30mph repeater signs should continue through the two villages without terminal signs.

Hope you will appreciate that based on these readings there is little evidence that would justify any interventions by us. I would stress that were there to be engineer intervention, the signage currently in place could be corrected, which could mean some signage would be removed.

I am happy to set up a teams meeting to discuss in more detail if you wish.



ATC Traffic Analysis Report

Author:

Contract:

Job Number:

Location:

Road Name:

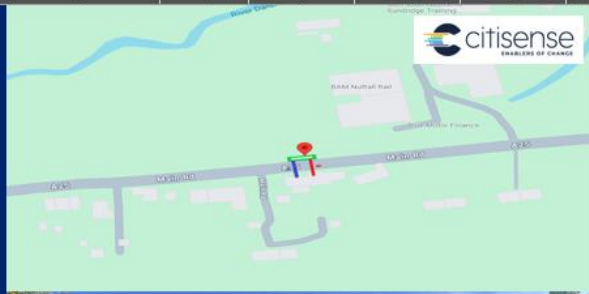
District:

Coordinates:

Start Date:

End Date:

Speed Limit:


Citisense carried out a 7-day ATC on A25 Main Road EAST commencing the 27/09/25. The number of vehicles exceeding the speed limit of 30mph was 49713 which is 46.96% of the total vehicles recorded in both directions which was 105863.

A25 Main Road EAST (30mph speed limit)							
Direction	Number of Vehicles	Average speed over 7 days	85 percentile speeds	Percentage of vehicles complying with the 30mph speed limit	Percentage of vehicles under enforcement threshold of 35mph	Percentage of vehicles complying with a proposed signed only 30mph speed	Percentage of vehicles complying with a proposed signed only 30mph speed
E0	54295	31.4mph	35.5mph	40.7% (22092)	82.8% (44975)	40.7% (22092)	40.7% (22092)
W1	51568	28mph	33.1mph	66% (34058)	91.2% (47022)	66% (34058)	66% (34058)

12.2.2 Salt bags and Winter Plan

Salt bags have been delivered and are village hall. Include in Christmas newsletter location of bins.

12.3 Christmas Events

Christmas trees being delivered by Jim Smart on Saturday 22 November.

12.3.1 Sundridge

Saturday 29 November – 3pm to 7pm – at White Horse – Parish Council providing a stall with mulled wine, mince pies, hot chocolate, cookies etc.

12.3.2 Ide Hill

Friday 5 December – 6pm – Carols on the Green

Parish Council providing a stall with mulled wine, mince pies, hot chocolate, cookies etc.

12.4 Correspondence

12.4.1 Sevenoaks District Council – Local Plan

From: Planning Policy <Planning.Policy@sevenoaks.gov.uk>

Sent: 23 October 2025 08:48

To: Parish.Council, Sundridge <clerk@sundridgewithidehill-pc.gov.uk>

Subject: A new Local Plan for Sevenoaks District - Regulation 18 Consultation (October 2025)

Dear Sir/Madam

A new local Plan for Sevenoaks District – Regulation 18 Consultation (October 2025)

The Regulation 18 consultation on the new Local Plan for Sevenoaks District is now open and will run for 7 weeks until 11.59pm on Thursday 11 December 2025.

You can view and comment on the Regulation 18 consultation document at www.sevenoaks.gov.uk/emerginglocalplan, where you will also find a downloadable version of the Plan 2040 summary leaflet and the consultation video.

Hard copies of the document will also be available at the Sevenoaks District Council offices, at all libraries across the District and at each Town and Parish Council, throughout the consultation period. Comments on the consultation documents can be made as follows:

- Online at www.sevenoaks.gov.uk/emerginglocalplan; or
- By post to The Strategic Planning Team, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, TN13 1HG, using our downloadable questionnaire.

Responses to the consultation, particularly from organisations, are expected to be made directly to the online consultation survey, available at the link above. If respondents are unable to access the online survey, we will continue to accept email and postal responses in these circumstances.

The closing date for comments is **11.59pm on Thursday 11 December 2025**.

Where can I find out more?

To support community engagement, the Council will be hosting a series of 'pop-up' sessions across the District. These sessions will provide an opportunity for residents to speak directly with officers from the Strategic Planning Team and learn more about the Local Plan.

Please note: due to resource and venue capacity, attendees are requested to sign up for a session in advance, at www.sevenoaks.gov.uk/emerginglocalplan. There will be limited walk-in availability on the day.

The 'pop-up' sessions will be held on:

- **Tuesday 25 November 2025 (1-hour sessions at 4, 5.30 and 7pm)**
Otford Village Memorial Hall, 28 High Street, Sevenoaks, TN14 5PQ
- **Thursday 27 November 2025 (1-hour sessions at 4, 5.30 and 7pm)**
New Ash Green Youth Centre, Ash Road, New Ash Green, DA3 8JY
- **Monday 8 December 2025 (1-hour sessions at 4, 5.30 and 7pm)**
Sevenoaks District Council offices, Argyle Road, Sevenoaks, TN13 1HG

We hope you will participate in the consultation process.

Should you have any queries regarding the nature of the consultation, please do not hesitate to contact the Strategic Planning team on 01732 227000 or by email at planning.policy@sevenoaks.gov.uk.

Kind regards

The Strategic Planning Team
Sevenoaks District Council

12.4.2 Policing Survey

From: Laura Dyer <manager@kentalc.gov.uk>
Sent: 24 October 2025 09:28
To: Undisclosed recipients:
Subject: ANNUAL POLICING SURVEY 2025

Dear Member,

Kent's PCC Matthew Scott is running his annual policing survey.

Please kindly complete the survey here: [Annual Survey link](#). This survey should take no longer than five minutes.

Many thanks. Kind Regards



Laura Dyer

Finance and Administration Manager

t: [01304 820173 Option 4](tel:01304820173) | e: manager@kentalc.gov.uk

w: www.kentalc.gov.uk

a: Kent Association of Local Councils, White Cliffs Business Park,
Whitfield, Dover, Kent, CT16 3PJ

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12.4.3 Kent Downs Management Plan Survey

From: Fatima Bajwa <Fatima.Bajwa@kentdowns.org.uk>

Sent: 30 October 2025 17:06

To: Fatima Bajwa <Fatima.Bajwa@kentdowns.org.uk>

Subject: Kent Downs Management Plan Survey

Hello,

I hope you're doing well.

I'm getting in touch to let you know that our Kent Downs Management Plan Survey is now live, and we'd really appreciate your help in encouraging participation from your local community.

The survey is open to anyone who lives, works, or spends time in the Kent Downs, and we're particularly keen to hear from farmers, land managers, local businesses, volunteers, and residents. The responses will help us understand what people value most about the Downs and how they believe this nationally protected landscape should be cared for over the next 5–10 years.

We're especially keen to reach a wide and diverse range of people - from all backgrounds, ages, and communities - to ensure every voice is heard in shaping the future of the Kent Downs.

We'd be very grateful if you could share details of the survey through your parish channels, such as newsletters, noticeboards, websites, or social media, to help us reach as many people as possible.

👉 Survey link: [Kent Downs Management Plan Review 2026–2031](#)

📅 Open from: Monday 15 September – Sunday 30 November

We've also attached some graphics that you're welcome to use for your posts.

If you have any ideas or opportunities for sharing the survey more widely within your parish, we'd love to hear them.

Thank you very much for your time and support in helping shape the future of the Kent Downs.

With best wishes,

Fatima Bajwa (She/Her)

Marketing and Communication Officer

Kent Downs National Landscape and aspiring UNESCO Cross-Channel Global Geopark

Beautiful, thriving landscapes that everyone feels part of

07940752325

[kentdowns.org.uk](#) | [crosschannelgeopark.org](#) | [nationaltrail.co.uk](#) | [bigchalk.org](#)

Dunton Green, Riverhead, Halstead, Knockholt,
Badgers mount, Westerham, Crockham Hill, Brasted,
Chevening and Sundridge



**Kent
Police**

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

October 2025



Community Safety Update



Your local officers are:
PC Harry WATSON

PC Peter WILSON

Westerham & Crockham Hill - Ward Priorities: Fly Tipping – Road Safety Issues – Vehicle Crime

- Several vehicles have been seized in Westerham, including an abandoned lorry without TAX/MOT or Insurance, and a moped witnessed committing antisocial behaviour.
- We are currently engaging with Speed Watch teams to identify key areas of concern and are planning a collaborative meeting to improve coordination and road safety.

Chevening, Brasted & Sundridge - Ward Priorities: Fly Tipping - Road Safety Issues – Highway Obstructions

- There has been a noticeable rise in poaching activity, particularly in the more rural parts of the region. Several individuals have been stopped under the Poaching Prevention Act. The primary method at current is to shoot pheasants with catapults and ball bearings. If you witness this, always call 999.
- We are working closely with the Rural Task Force to increase patrols and enhance our response to this issue. Community Protection Warnings have been issued to several vehicle owners identified through informant reports.

Knockholt, Badgers Mount & Halstead - Ward Priorities: Fly Tipping – Road Safety Issues - Antisocial Behaviour

- We are aware of a recent disturbance involving a party that escalated out of control in Badgers Mount.
- In response, we are working in partnership with the Licensing Department, hall owners, and the Parish Council to ensure such incidents are not repeated.
- Police are continuing to work with Sevenoaks District Council to prosecute and prevent the so called 'Car Cruising' that takes place on weekend evenings at Hewitts roundabout on the J4 M25 Spur, which sits on the Kent and MET police boundaries. There is a Kent PSPO in place which means that persons identified as being involved, can be fined and have their car seized. The community safety partnership is exploring opportunities with MET police to mirror Kent's PSPO, and to obtain efficient methods of evidencing the breaches. For further information please visit: [Public Space Protection Order – nuisance vehicles | Sevenoaks District Council](#)

Dunton Green & Riverhead - Ward Priorities: Burglary Residential - Fraud – Antisocial Behaviour

- Three repeat shoplifters were intercepted at Tesco. They were deterred and have been interviewed in relation to the matter.
- We received a small number of reports regarding anti-social behaviour (ASB) over Halloween. Investigations are ongoing with support from Child-Centred Policing Teams to identify those involved and deal with any offences appropriately.
- We are also collaborating with event organisers to create safe spaces for young people and prevent future incidents.

My Community Voice
Protecting the neighbourhoods of Kent and Medway

Find out what's happening in your area

Receive alerts from your local officers

Tell us what matters most to you

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MCV is a two-way engagement tool brought to you by Kent Police

1
mycommunityvoicekent.co.uk

Dunton Green, Riverhead, Halstead, Knockholt,
Badgers mount, Westerham, Crockham Hill, Brasted,
Chevening and Sundridge



Kent Police

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

October 2025

Vehicle Crime & Burglary Residential

- The winter months see a rise in acquisitive crime, namely burglaries of residential dwellings and vehicle thefts. We have increased proactive patrolling in vulnerable and hotspot areas, both high-visibility and unmarked plain clothed patrolling. Please continue to report any suspicious activity as soon as possible.
- Thefts are often opportunistic, and thieves will attempt the easiest option. Remember the basics: Ensure doors and windows are locked, and valuables are removed from view. Where possible, Installing CCTV, alarms, and lights which can serve as effective deterrents. It is also advisable to keep your home insurance up to date, have high-value items appropriately valued, and photograph yourself wearing jewellery to aid in proving ownership. Further advice can be found here: [Keep burglars out of your property | Kent Police](#)

Road Safety Issues & Antisocial Behaviour

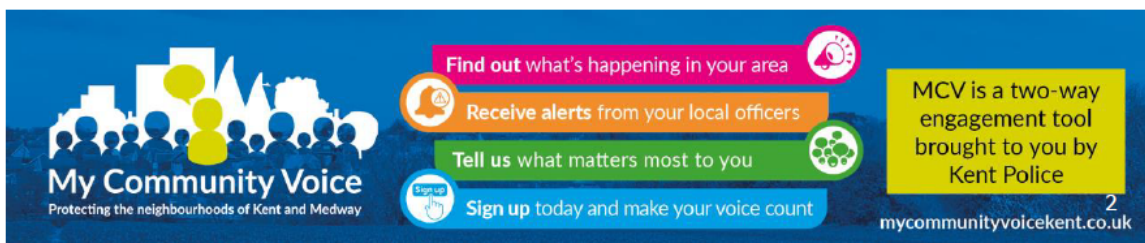
- Local officers are completing more ad-hoc hi-visibility speed checks across the area. The hotspots are based on speeding data and are separate to the community speed watch scheme.
- Please continue to report antisocial behaviour if you witness it. If there a vehicle is driving in a dangerous manner on a road, please call 999 as it is happening, or report online if witnessed later. Accurate and timely reporting of these incidents enable us to build a pattern of behaviour, identify offenders and take appropriate action as required. This in many cases will be a Section 59 Antisocial Driving Warning, or immediate seizure.

Fly Tipping & Highway Obstructions

- Fly tipping has been reported as a priority for the area, if you witness fly-tipping as it is happening please call 101 to report the incident. If the incident has already happened, please report this through Sevenoaks District Council. The environmental health team manage the reports and have a live map that shows live investigations, please see: [Fly-tipping | Sevenoaks District Council](#)

Fraud

- Fraudsters are always updating and involving their methods to present a more convincing story. A recent trend police are seeing are suspicious persons impersonating police officers, and convincing them to purchase items as part of a police investigation. Always report suspicious incidents to police, and if in doubt do not proceed.
- Protect Yourself – Remember the A B C of Fraud:
 - ◆ A – ASSUME NOTHING - Don't assume a caller is genuine, even if they know your details.
 - ◆ B – BELIEVE NO ONE - Criminals can fake caller ID to look like police or bank numbers.
 - ◆ C – CONFIRM EVERYTHING - Hang up. Use a different phone. Call 101 to check if the call was real.
- Real police will **NEVER**:
 - Ask for your **bank details** - Tell you to **withdraw cash or buy goods** - Ask you to **lie to anyone**



My Community Voice
Protecting the neighbourhoods of Kent and Medway

Find out what's happening in your area
Receive alerts from your local officers
Tell us what matters most to you
Sign up today and make your voice count

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Dunton Green, Riverhead, Halstead, Knockholt,
Badgers mount, Westerham, Crockham Hill, Brasted,
Chevening and Sundridge



Kent Police

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

October 2025

There is still time – Have your Say! Sevenoaks District Council Community Safety Survey

- Sevenoaks District Council's Community Safety Unit (CSU) has launched its **Community Safety Survey**, open until **15th November 2025**. As neighbourhood officers, we work closely with our CSU counterparts at the council to tackle crime and improve safety across the district.
- The survey is open to **anyone who lives, works, or visits the Sevenoaks District**, and only takes a few minutes to complete. Your feedback will help shape how the CSU partnership responds to crime and explores new methods of prevention.
- To access the survey, and for more information please click the link below: [Sevenoaks District Community Safety Survey - Sevenoaks District Council - Citizen Space](#)

Community Safety Policing:

- Local officers work to resolve problems in an area, and where possible provide crime prevention workshops. PC's WATSON & WILSON have held such events in the past for a variety of crime types. These events allow police to dedicate time to an area and work with residents to understand the issues they are facing.
- If you have an upcoming event, or local issue please contact your local beat officer, or parish council to see if there is anything police can do to accommodate it. Recent examples this year are the, 'Family Fun Days' hosted by Sevenoaks District Council, and Brasted Park Farm open day. Police had the opportunity to set up a stand and offer crime prevention advice, engage with members of the public and provide activities to entertain the children that were in attendance.
- As we come into the festive season there will be many events such as Christmas Lights, markets and 'Fun Runs', these are often linked to an increase level of anti-social behaviour. Were possible we will attend events with the objective of reducing the number of offences, and being present to deal with anything that does unfold.





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12.4.5 Local Government Reorganisation in Kent and Medway

From: Local Government Reorganisation <lgr@sevenoaks.gov.uk>

Sent: 03 November 2025 15:25

Subject: Local Government Reorganisation - Update

Dear Clerks,

On Wednesday this week (5 November), the business cases for each of the models for local government reorganisation (LGR) across Kent & Medway will be published.

All of business cases will be published together on the [Kent Council Leaders](#) website and there will be a short accompanying press release on behalf of all Kent Councils.

As a reminder, there are five different models of LGR that have been progressed to business case:

Option 1a – a single unitary council with three area assemblies proposed by Kent County Council

Option 3a – three unitary councils

Option 4b – four unitary councils

Option 4d – four unitary councils with changes to District & Borough boundaries proposed by Medway Council

Option 5a – five unitary council with changes to District & Borough boundaries proposed by Gravesham & Dartford Borough Councils

Alongside this, the Council will publish its Committee Report on the LGR submission to government. The report will be published tomorrow (4 November) and will be considered by [Scrutiny Committee](#) at its meeting on 12 November.

The report will then be considered by Council on 18 November and Cabinet on 19 November.

Following the publication dates, if you do have any questions please email lgr@sevenoaks.gov.uk which will help us to reply to you as soon as possible.

Kind regards,
Lee

Lee Banks
Assistant Chief Executive
Sevenoaks District Council
01732 227000
www.sevenoaks.gov.uk

13. Dates of next meetings

13.1 Dates of the next meetings of the Parish Council

Monday 8 December 2025

Full Council Meeting (Urgent items only) from 6.00pm to 7.00pm – Ide Hill Village Hall

Monday 12 January 2026

Ide Hill Amenities Committee at 7.00pm – Ide Hill Village Hall

Monday 19 January 2026

Sundridge Amenities Committee at 7.000pm - Sundridge & Brasted Club

Tuesday 20 January 2026

Finance & Personnel Committee at 7.00pm – Ide Hill Village Hall

Monday 26 January 2026

Full Council Meeting at 7.45pm – Sundridge Village Hall