

PARISH COUNCIL OF SUNDRIDGE WITH IDE HILL

AMANDA BARLOW
Clerk to the Council

Telephone: 07495 962372
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To: The Members of the Sundridge Amenities Committee of Sundridge with Ide Hill Parish Council

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

I hereby invite you to attend a Meeting of the Parish Council to be held at **Sundridge Village Hall at 8.00 p.m. on Wednesday 13 May 2026** to transact the undermentioned business.



Clerk 7 May 2026

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 11 February 2026 and matters arising not covered by Agenda Items.
6. To discuss and agree the signage for Sundridge assets
7. To discuss and agree, if appropriate, next actions with regard to Parish Assets
 - 7.1 Bowers Meadow
 - 7.2 Sundridge Recreation Ground including pavilion
 - 7.3 Coronation Gardens
8. To discuss and agree arrangements for the Sevenoaks District Council Family Fun Day
9. Date of next meeting

AGENDA DOCUMENTS

5. To agree the minutes of the meeting held on 11 February 2026 and matters arising not covered by Agenda Items.
6. To discuss and agree the signage for Sundridge assets

ALL TWO TONE GREEN (EXCEPT VILLAGE HALL)
Size 42 cm x 30xm

Sundridge with Ide Hill Parish Council

Bowers Meadow

**Please Pick Up After Your Dog and
Help Keep Bowers Meadow Litter Free**

Email: clerk@sundridgewithidehill-pc.gov.uk

WhatsApp: 07495 962372

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

Sundridge with Ide Hill Parish Council

Coronation Gardens

**Please Pick Up After Your Dog and
Help Keep Coronation Gardens Litter Free**

Email: clerk@sundridgewithidehill-pc.gov.uk

WhatsApp: 07495 962372

www.sundridgewithidehill-pc.gov.uk

Sundridge with Ide Hill Parish Council

Sundridge Recreation Ground

**Please Pick Up After Your Dog and
Help Keep Our Recreation Ground Litter Free**

Email: clerk@sundridgewithidehill-pc.gov.uk

WhatsApp: 07495 962372

www.sundridgewithidehill-pc.gov.uk

SIZE 120CM X 100CM

Sundridge with Ide Hill Parish Council

Sundridge Village Hall

To Hire the Hall please contact the Parish Council

Email: clerk@sundridgewithidehill-pc.gov.uk

WhatsApp: 07495 962372

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

7. To discuss and agree, if appropriate, next actions with regard to Parish Assets

7.1 Bowsers Meadow

No update

7.2 Sundridge Recreation Ground including pavilion

The Clerk and Cllr Wilson carried out an inspection of the pavilion and recreation ground on Monday 11 May 2026.

- Bench needs replacing
- New bin (outside pavilion)
- Remove caging but leave posts
- WiFi
- CCTV quote (to include hall as well)
- Doors need replacing to be more secure
- All rubbish to be removed

7.3 Coronation Gardens

8. To discuss and agree arrangements for the Sevenoaks District Council Family Fun Day

9. Date of next meeting

SUNDRIDGE VILLAGE HALL 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 11 February 2026 and matters arising not covered by Agenda Items.
6. To discuss and agree, if appropriate, to recommend to the Full Council that the proposal that the Village Hall should be renovated with money from reserves and grants as opposed to a new hall built in the foreseeable future.
7. Renovations to the Village Hall
 - 7.1 To receive an update on the current renovations
 - 7.2 To discuss and agree, if appropriate, the forthcoming schedule of renovations
 - 7.3 To discuss and agree, if appropriate, the tree surgery work at the hall
8. To note the accounts of the Village Hall
9. Date of next meeting will be the same as the Sundridge Amenities Committee

SUNDRIDGE VILLAGE HALL

AGENDA DOCUMENTS

5. To agree the minutes of the meeting held on 11 February 2026 and matters arising not covered by Agenda Items.

Minutes of Sundridge Village Hall Committee Meeting held on Wednesday 11 February 2026 at the Sundridge Village Hall at 6.30pm

Present: Councillors Allgood, De Bono, Powell and Wilson (Chair)

Apologies: Cllrs Collins and Evans

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

It was agreed that Cllr Wilson would be the Chair of the Sundridge Village Hall Committee

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr Collins and Evans.

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 agreed discussions over hirers should be confidential.

5. To agree the minutes of the meeting held on 14 October 2025 and matters arising not covered by Agenda Items.

Members resolved to agree the minutes of 14 October 2025 as a true record of the meeting.

10. Items to discuss regarding the hall:

10.1 Outside area

10.2 Storage area

SVH

New cupboard from main Hall

Remove current door and set to hinge from RH side opening into cupboard.

Labour £200

Parts £45

Every care will be taken to reduce damage to the current door whilst doing the works but due to reusing the door it will show old fitting marks and have not allowed for painting.

If time allows I will look to secure the outside rain water down pipe that looks to be causing the damp patch on wall in main hall.

Members agreed the quote from Banbrooks and ask the Clerk to instruct the work.

10.3 *Curtains*

It was agreed to ask Hilary's to requote for the curtains. Members noted that they had received funding from SDC of £2,000 for the curtains but the total amount received of £4,000 was allocated to the Pavilion refurbishment.

10.4 *Deposit*

10.5 *Bookings*

Members discussed at length the type of bookings and taking a deposit. It was agreed that should there be an enquiry for hire of the hall for a party then Members should consider charging a deposit.

The Clerk advised that the tables were stacked in a very dangerous position (as there is only one trolley) and showed photographic evidence. Members also commented that hirers had advised that there was not enough chairs and the additional ones outside were disgusting.

It was agreed to order more tables, an additional trolley and more chairs.

11. *To note the accounts of the Village Hall at 31 December 2025*

Members noted the accounts at Appendix A.

12. *Date of next meeting will be the same as the Sundridge Amenities Committee*

It was agreed to have the next meeting at the Pavilion on 22 April 2026.

6. **To discuss and agree, if appropriate, to recommend to the Full Council that the proposal that the Village Hall should be renovated with money from reserves and grants as opposed to a new hall built in the foreseeable future.**

7. Renovations to the Village Hall

7.1 To receive an update on the current renovations

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

- > - Flooring: Repairs to loose and missing parquet, followed by sanding and resealing
- > - Kitchen: Installation of a basic, fully functional kitchen (including fridge/freezer and dishwasher)
- > - General decorating: Internal redecoration to improve overall condition and usability
- > - Acoustics: Installation of acoustic ceiling hangers to improve sound quality
- > - IT projector: Provision of a basic projector to support meetings and community use
- > - CCTV: Replacement of non-functioning front and rear cameras for security
- > - Fire survey: Professional assessment to identify and address any fire safety requirements
- >

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

>

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

- > - Fire doors (kitchen): Upgrade to meet current safety standards
- > - Toilets: Reconfiguration and modernisation
- > - Side extension: Additional space for hall use and community storage
- > - Disability access: Improvements to ensure accessibility compliance
- > - Car park: Resurfacing and marking, including consideration of allocated resident spaces
- > - Roof: Replacement, with potential inclusion of solar provision
- > - Windows: Replacement double glazing
- > - Electrics and plumbing: Full replacement to modern standards
- >

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

>> Financial Position:

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

> Summary:

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

>

7.2 To discuss and agree, if appropriate, the forthcoming schedule of renovations

General Items to be done:

- Floor to be repaired
- Toilet needs plastering
- Curtains
- Fire Safety check
- Hanging baskets

7.3 To discuss and agree, if appropriate, the tree surgery work at the hall



Estimate # 01773-E

Client Information

Client: Helen Wilson
Client Address: 203 Main Road, Sevenoaks, England TN14 6EJ
Client Phone: -
Client Email: helen.wilson@sundridgewithidehill-pc.gov.uk

Proposed Work

DESCRIPTION	PRICE
Crown Reduction	£ 1,600.00
X2 Ash tree's behind the village hall. Crown reduce both trees by around 30-40%	
Our price includes the removal of all the waste from site.	
Hedge cutting	£ 300.00
Along the side of the village hall, cut back all overhanging trees from neighbouring property close to boundary line.	
Subtotal:	£ 1,900.00
20.0% S 20%:	£ 380.00
Total:	£ 2,280.00

8. To note the accounts of the Village Hall

At the meeting on 27 April 2026 the following resolution was made:

Members resolved to agree that £12,000 should be should be transferred from reserves to the Village Hall account to cover the cost of the renovations

Listing of Payments for Cost Centre 9

(Between 01-04-2026 and 13-05-2026)

Cost Centre		Sundridge					
Code	47						
Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
8	20/04/2026	Cleaning	Val & Sander Reytenbach	X	180.00		180.00
		Subtotal for Code:	Cleaning		£180.00		£180.00
Code	49						
Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
42	13/05/2026	Gas Village Hall	British Gas	L	385.78	19.29	405.07
		Subtotal for Code:	Electricity and Gas		£385.78	£19.29	£405.07
Code	48						
Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
22	28/04/2026	Fire extinguishers for Village Hall	Cllr Helen Wilson	S	180.95	36.19	217.14
23	28/04/2026	Maintenance Items for Village Hall	Cllr Helen Wilson	S	172.75	34.55	207.30
24	28/04/2026	General items for Village Hall	Cllr Helen Wilson	X	146.48		146.48
		Subtotal for Code:	Maintenance		£500.18	£70.74	£570.92
Code	##						
Vchr.	Date	Description	Supplier	Vat Type	Net	Vat	Total
18	28/04/2026	Plastering for Village Hall	Final Finish Plastering	S	681.00	136.20	817.20
20	28/04/2026	New Chairs and Tables for Village Hall	Huddle Furniture	S	2,696.00	539.20	3,235.20
		Subtotal for Code:	Renovations		£3,377.00	£675.40	£4,052.40
		Subtotal for Cost Centre:	Sundridge Village Hall		4,442.96	765.43	5,208.39
TOTALS					£4,442.96	£765.43	£5,208.39

9. Date of next meeting will be the same as the Sundridge Amenities Committee