

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 22 June 2026** to transact the undermentioned business.



Clerk 16 June 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. 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. The Chairman will advise the meeting of Standing Order 3 d, e, f, g and h prior to the public forum.
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 18 May 2026.
8. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
9. **Planning Matters**
 - 9.1 To discuss and agree next actions with regard to 26/00025/ENF, APP/G2245/C/26/33785 55.
Land South Of Birchfield Wood Church Road Sundridge Kent
 - 9.2 To discuss and agree next actions with regard to an Article 4 on the woodland off New Road.
 - 9.3 To discuss and agree next actions with regard to 26/01157/LDCPR,
Silverwood New Road Sundridge Kent TN14 6AS
10. **Finance, Personnel & Governance items**
 - 10.1 To agree the items received, paid and payable
 - 10.2 **To approve the 2025/26 Annual Return**
 - 10.2.1 To approve Annual Governance Statements for 2025/26
 - 10.2.2 To approve Accounting Statements for 2025/26
 - 10.3 To discuss and agree, if appropriate, awarding a grant to DRiPS towards a new Darent Action Plan
 - 10.4 To discuss and agree, if appropriate, the appraisal and pay award for the Clerk for 2025-26.

11. Ide Hill

- 11.1 To note the minutes of the Stubbs Wood Committee Meeting on 1 June 2026
- 11.2 To consider a request for a memorial bench
- 11.3 To note the outstanding items for Ide Hill Amenities and allocate funds if required.

12. Sundridge

- 12.1 To discuss and agree, if appropriate, extending the lease for Ide Hill Football Club on the recreation ground
- 12.2 To note the outstanding items for Sundridge Amenities and allocate funds if required.

13. General Items

13.1 Events

To discuss and agree, if appropriate, next steps and allocation of funds, if required, in relation to the following planned events:

- 13.2.1 Summer Walk - 27 June 2026
- 13.2.2 Community Event Ide Hill – 3 July 2026
- 13.2.3 Family Fun Day – 17 August 2026

13.2 Community Engagement

- 13.2.1 To discuss and agree, if appropriate, publishing and mailing a Parish Newsletter and an allocation of resources if required
- 13.2.2 To discuss and agree, if appropriate, an email list platform and an allocation of resources if required
- 13.2.3 To discuss and agree, if appropriate, the next steps with regard to a new website.

13.3 Correspondence

- 13.3.1 Thames Water Draft Drought Plan - Statutory Consultation 2026
- 13.3.2 Road Safety and Active Travel Group (RSATG) Seminar
- 13.3.3 CPRE - Your latest update on our countryside

14. Dates of next meetings

- 14.1 To note the dates of the next meetings of the Parish Council and events

AGENDA DOCUMENTS

1. To receive apologies and reasons for absence.

Apologies received from Cllr Manley and Cllr Robinson (District)

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. The Chairman will advise the meeting of Standing Order 3 d, e, f, g and h prior to the public forum.

The Public Forum will be run in accordance with the Council's Standing Orders:

To note the Standing Orders 3 d, e, f g and h in relation to the participation of the public. – Complete Standing Orders are attached separately.

- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

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.

Following consultation and advice from the Kent Association of Local Councils (KALC) the Clerk is advising that Agenda Item 9 is discussed in confidence. Agenda 8. (one item) and 10.4 (staffing matter) will also be conducted in confidence.

7. To approve as a correct record the **Minutes** of the Parish Council meetings held on 18 May 2026.

Minutes of Annual Council Meeting held on Monday 18 May 2026 at Sundridge Village Hall at 7.45pm

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

Apologies: Cllr Maybury, Cllr Williams (County and District)

Attendance: 3 of the public (in part), Cllr Michelle Alger (District), Cllr Sandra Robinson and Amanda Barlow (Clerk)

Cllr Evans (Chair) welcomed everyone to the meeting

1. Annual Council Meeting

- 1.1 To elect a Chair.
Members unanimously resolved to elect Cllr Evans as Chairman of the Parish Council.
- 1.2 To elect a Vice-Chair.
Members unanimously resolved to elect Cllr Fribbens as Vice Chairman of the Parish Council.
- 1.3 Cllrs Evans and Cllr Fribbens signed their Declaration of Office
- 1.4 To elect Committee Members.
Members resolved to agree the membership of the committees as at Appendix A.
- 1.5 To elect Committees Chairs
Members resolved to agree the Chairs of the committees as at Appendix A.
- 1.6 Appointment of Members to Working Parties/Areas of Responsibility
Members resolved to agree the membership of the working parties/areas of responsibility as at Appendix A.
- 1.7 Appointment of Representatives of the Parish Council on Outside Bodies
Members resolved to agree the representatives of the Parish Council on Outside Bodies as at Appendix A

2. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllrs Zoe Collins and Russell Maybury and Cllr Nigel Williams (County and District)

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

Cllr De Bono declared an interest in Agenda Item 10.2 as he is an employee of Radnor House.

4. Report from County Councillor

Cllr Williams could not be at the meeting,

5. Report from District Councillor

Cllr Alger gave an update at the meeting and a copy is at Appendix B.

Cllr Robinson gave the highlights of her Annual Report and a copy is at Appendix C.

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

None.

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

Members resolved to discuss Agenda Item 11.2 Stubbs Wood Committee Members in confidence.

- 8.** *To approve as a correct record the **Minutes** of the Parish Council meetings held on 27 April 2026*

Members resolved to agree the minutes of the meetings held on 27 April 2026.

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

The Clerk advised that the Statement from the Parish Council had been very well received.

10. Finance, Personnel & Governance items

- 10.1** *To agree the items received, paid and payable*

Members resolved to agree the items paid and payable as at Appendix D.

- 10.2** *To agree, if appropriate, an allocation of funds for signage for the assets in Sundridge and Ide Hill*

Members resolved to appoint a firm that Cllr Helen Wilson has sourced and it was agreed that Cllr Wilson and the Clerk would order the appropriate signage. Members agreed that no company or organisation should be mentioned on the sign.

- 10.3** *To agree, if appropriate, an allocation of funds for a new Parish Council website*

Members resolved that the Clerk and the Communications Working Party should proceed with the new firm for the website of the Parish Council subject to clarifying a few outstanding points.

- 10.4** *To agree, if appropriate, an allocation of funds for new office equipment for the Parish Office*

Members agreed that the Clerk should discuss using one laptop with her other Parish Council but they had no objection to new equipment.

- 10.5** *To note the minutes of the Finance & Personnel Committee Meeting on 20 April 2026*

Noted.

- 10.6** *To agree, if appropriate, the final budget for 2025-26*

Members resolved to agree the final budget of 2025-26 as presented.

Sundridge with Ide Hill Parish Council

10.7 To agree the year end bank reconciliation at 31 March 2026

Members resolved to agree the bank reconciliation at 31 March 2026 as presented.

10.8 To agree the asset register

Members resolved to agree the asset register for 2025-26.

11. Ide Hill

11.1 To note the minutes of the Ide Hill Amenities Committee Meeting on 21 April 2026 and updates on matters in the minutes

Noted.

Cllrs Coles and Manley met with Mr Taylor who runs an after school club on the recreation ground.

The following was noted:

- It was agreed no music will be played on the recreation ground only in the Scout Hut
- Mr Taylor rents the Scout Hut to use the hut.
- Mr Taylor uses the area right outside the Scout Hut
- Mr Taylor will be using the recreation ground on Wednesdays for cricket.

Members resolved to put an agreement in place with Mr Taylor for use of the Ide Hill Recreation Ground.

Cllr Manley advised that the high risk trees identified in the survey has been reviewed and the volunteers will address some of them. That will leave about £6,000 of work to be carried out.

11.2 To agree the non Councillor members of the Stubbs Wood Committee

Members resolved to appoint the following to the Stubbs Wood Committee:

**Adam Ashworth
Jeff Mashburn
Dominic Rossi
Katie Wennick
Richard Redding**

Members thanked all those who applied and hoped that they would be able to provide support to the Committee in working together for a successful future for Stubbs Wood.

12. Sundridge

12.1 To discuss and agree, if appropriate, the proposal from the Sundridge Amenities Committee that the Village Hall should be renovated with money from reserves and grants as opposed to a new hall built in the foreseeable future.

Members resolved that Village Hall should be renovated with money from reserves and to apply for grants to do additional work rather than consider building a new hall in the foreseeable future.

12.2 To note the minutes of the Sundridge Amenities Committee Meeting on 13 May 2026 and updates on matters in the minutes

Noted.

13. General Items

13.1 Events

To discuss and agree, if appropriate, next steps and allocation of funds, if required, in relation to the following planned events:

Members noted the dates and times for the following events. Arrangements has been finalised for the Annual Parish Meeting at the Social Club and the Ide Hill Members were working on arrangements for the two events to be held in Ide Hill.

12.2.1 Annual Parish Meeting – 20 May 2026

12.2.2 Summer Walk - 27 June 2026

12.2.3 Community Event Ide Hill – 3 July 2026

12.2.4 Community Event Sundridge

It was agreed that a Community Event in Sundridge would be held at a later date.

13.2 Community Engagement

These items were deferred to the next meeting.

13.2.1 To discuss and agree, if appropriate, publishing and mailing a Parish Newsletter and an allocation of resources if required

13.2.2 To discuss and agree, if appropriate, an email list platform and an allocation of resources if required

13. Dates of next meetings

13.1 To note the dates of the next meetings of the Parish Council

The dates for meetings and events are included at Appendix E.

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

10.2 Signage - the Clerk and Cllr Helen Wilson are organising to order all the signage

10.4 Parish Office equipment

11.1 Confidential Update on the use of the recreation ground.

9. Planning Matters

9.1 To discuss and agree next actions with regard to 26/00025/ENF, APP/G2245/C/26/33785 55.
Land South Of Birchfield Wood Church Road Sundridge Kent

9.2 To discuss and agree next actions with regard to an Article 4 on the woodland off New Road.

9.3 To discuss and agree next actions with regard to 26/01157/LDCPR,
Silverwood New Road Sundridge Kent TN14 6AS
This application has now been refused by Sevenoaks District Council.

Dear Councillors,

I write further to recent engagement with the Parish Council regarding the woodland off New Road, Sundridge (the *Site*).

I understand that an offer has now been accepted for the Site and that a change of ownership is imminent. This materially increases the urgency. There is now a narrow and rapidly closing window within which preventative action can be taken to ensure that any prospective purchaser proceeds with a clear and accurate understanding of the planning position, and that unauthorised development cannot lawfully take place.

In these circumstances, I formally request that the Parish Council urgently refers this matter to Sevenoaks District Council (SDC) for active and expedited consideration of an Article 4(1) Direction. I believe this matter is on the Agenda for discussion at the Parish Council meeting tomorrow, in this regard I therefore set out below further information to assist and facilitate a fully informed discussion in addition to my email to John Evans of 8 June.

This is not a precautionary request. It is grounded in:

- clear and directly comparable local precedent; and
- compelling, site-specific evidence of current and escalating risk (see Appendix A–E). (Appendix E identifies the extent of woodland clearance and the correct boundary line between the Site and neighbouring land.)

As you will be aware, in July 2022 SDC took decisive action in materially similar circumstances at woodland near New Road, Sundridge, where land was marketed with implied development potential. Article 4 Directions were deployed and clear warnings issued to prospective purchasers. That intervention was both timely and effective. Importantly, the evidential basis in that case was significantly less substantial than the position now. [Council takes action to protect Sundridge woodland threatened with development | Sevenoaks District Council](#)

By contrast, the current Site presents:

- visible and enduring alteration to woodland character, including clearance and the formation of a track;
- evidence of prior unauthorised change (albeit arising from a boundary misunderstanding); and
- an imminent transfer of ownership, creating heightened risk of further activity based on incorrect assumptions.

There is therefore a real risk that a purchaser, viewing the Site in its current condition, may reasonably—but incorrectly—conclude that clearance, access, enclosure or non-woodland use is established, tolerated, or capable of repetition.

Sundridge with Ide Hill Parish Council

Without intervention, harmful activity is foreseeable, requiring reactive enforcement after the event. Article 4 Directions exist precisely to prevent that outcome.

The policy context further reinforces the case for action. The Site lies within the Green Belt and the Kent Downs National Landscape, where the highest levels of protection apply and where local character must be safeguarded. National policy supports the use of targeted Article 4 Directions where justified by robust evidence—criteria which are clearly met here.

Recent local experience, particularly at Church Road, demonstrates the consequences of delay. Once harmful activity has begun, the system is forced into a reactive position and the opportunity for effective preventative action is lost.

Accordingly, I urge the Parish Council to act without delay and to request that SDC:

- undertakes an immediate review of the planning status and current condition of the Site;
- gives urgent and active consideration to a targeted Article 4(1) Direction;
- determines whether the evidence justifies an immediate Direction, or otherwise proceeds promptly to a non-immediate Direction; and
- takes steps to ensure that any prospective purchaser is formally and clearly advised of the planning constraints affecting the Site.

Given the accepted offer, this matter is now time-critical. Delay risks a transaction proceeding without clarity, increasing the likelihood of misunderstanding, inappropriate activity, and avoidable harm to the woodland.

I therefore ask the Parish Council, as the elected body representing the community, to:

- treat this as a priority requiring immediate action; and
- confirm, as a matter of urgency, that referral to SDC has been made.

This request does not seek any novel intervention—only the application of a lawful and previously deployed safeguard in circumstances where the evidence is stronger and the risk more acute.

In summary:

- the risk is real and immediate;
- the precedent is local and directly applicable; and
- the opportunity for effective preventative action is rapidly diminishing.

I would be grateful for urgent and full consideration of this matter particularly in the context of the above mentioned information, that the Parish Council provide written confirmation of any decision made on this matter and expressly includes the rationale for the decision.

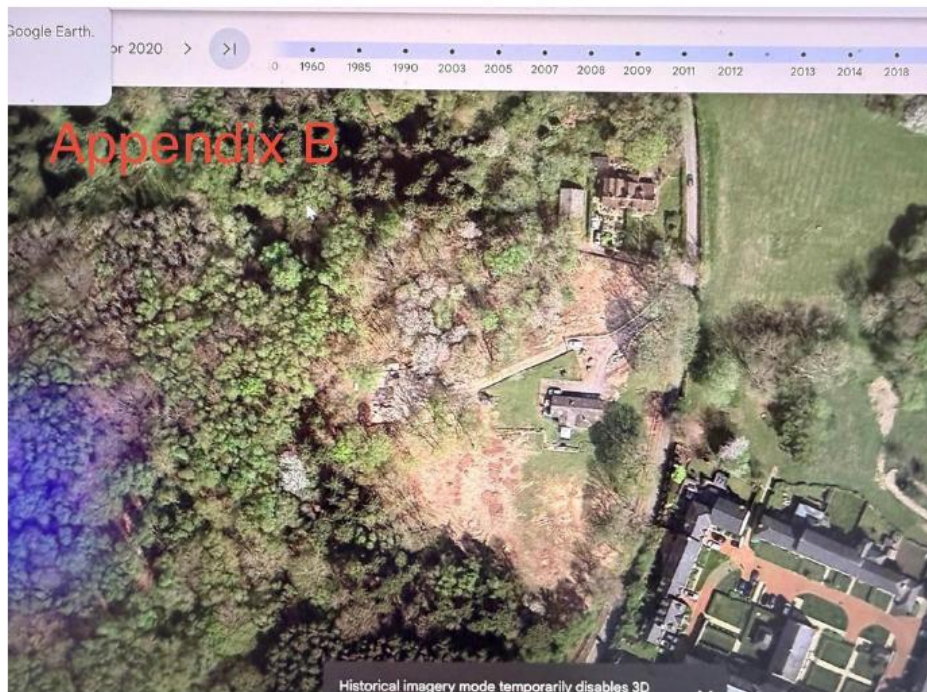
Yours sincerely,

John Coward

Chair - Sundridge & Ide Hill Residents Association



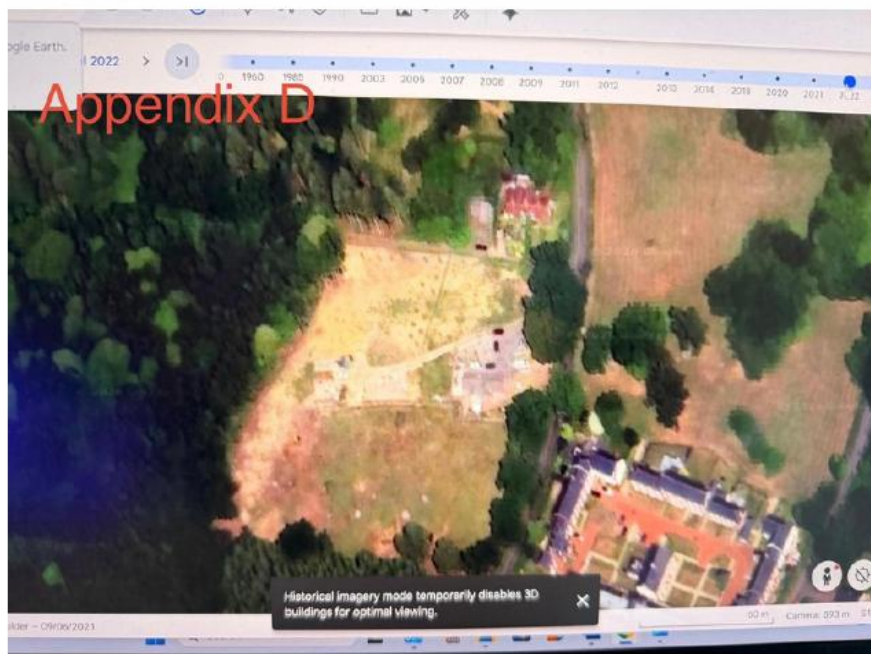
2018



2020



2021





June 2026

Sundridge with Ide Hill Parish Council

Copy of email which was sent to the Parish Council by over 60 residents.

I am writing as a local resident to ask that the Parish Council gives serious consideration at its meeting on Monday 15 June to the planning matters raised by the Sundridge & Ide Hill Residents' Association.

I am particularly concerned about:

- The woodland off New Road and the need for an Article 4 Direction in order to protect the site and ensure clarity for any future purchaser.
- The unauthorised development at Church Road and its potential precedent. If this development is allowed to remain, I believe it risks setting a serious precedent, encouraging similar schemes and undermining the planning protections that preserve the rural character of our community.
- The Silverwood, New Road, application for lawful development certificate and the need for proper scrutiny. The Council has a duty to review the application and submit formal comments, ensuring robust scrutiny of both curtilage and lawful use. It should also seek confirmation that no determination is made until these issues have been fully addressed. Ref: 26/01157/LDCPR <https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TEKNA7BKFHX00>

These issues are important to me as a resident, because they affect the openness of the green belt and make a mockery of planning legislation. Without doubt they warrant formal resolutions and clear action by the Parish Council.

I would be grateful if my concerns could be taken into account during your discussions.

Article 4

A Parish Council can ask or lobby Sevenoaks District Council to make an Article 4 Direction, but it cannot impose one itself. The power to make an Article 4 Direction rests with the local planning authority, which in this area is Sevenoaks District Council.

What is an Article 4 Direction?

An Article 4 Direction is a planning control that removes certain "permitted development rights".

Normally, some changes to a property can be carried out without a planning application because national planning rules grant automatic permission (known as permitted development rights). An Article 4 Direction removes some or all of those rights, meaning that planning permission must be obtained before the work can proceed.

Examples of development that an Article 4 Direction might control include:

- Replacing windows or doors.
- Altering roofs.
- Painting or changing exterior finishes.
- Installing solar panels.
- Building extensions that would otherwise be permitted development.
- Converting a dwelling into another use (depending on the type of Article 4 Direction).

They are commonly used in:

- Conservation Areas.
- Areas with important historic character.
- Locations where the council believes uncontrolled alterations would harm local amenity or heritage.

Can a Parish Council request one?

Yes. A Parish Council can:

- Pass a resolution requesting an Article 4 Direction.
- Submit evidence showing why the property or area requires additional protection.
- Support residents' concerns.
- Ask Sevenoaks District Council to investigate.

However, Sevenoaks District Council would need to:

1. Consider whether there is a strong planning justification.
2. Consult affected owners and occupiers (depending on the type of Direction).
3. Formally make and confirm the Direction.

The district council must show that removing permitted development rights is necessary and proportionate. Government policy generally discourages Article 4 Directions unless there is a clear and specific local need.

If it relates to a single property

An Article 4 Direction can apply to a single property, but this is less common. The council would normally need a strong reason, such as:

- The building making an important contribution to a conservation area.
- Particular heritage significance not adequately protected by existing controls.
- A demonstrated risk that permitted development would harm the area's character.

In the context of your enforcement appeal:

Appeal Reference: APP/G2245/C/26/3378555

Site: Land South of Birchfield Wood, Church Road, Sundridge

SDC Ref: 26/00025/ENF

A Rule 6 Party is an interested third party who is granted "main party" status at a Planning Inquiry. This gives them significantly greater rights than simply submitting representations.

What rights does Rule 6 status give?

If granted Rule 6 status, a party can:

- Submit a formal Statement of Case.
- Present evidence and witnesses.
- Cross-examine the appellant's witnesses.
- Cross-examine the Council's witnesses.
- Receive all inquiry documents circulated between the main parties.
- Participate in statements of common ground.
- Make opening and closing submissions at the inquiry.

In practice, a Rule 6 party is treated almost like a third principal party alongside the appellant and the local planning authority.

Can a Parish Council apply?

Yes.

The Planning Inspectorate specifically states that organisations such as Parish Councils and community groups may apply for Rule 6 status. In fact, Rule 6 status is usually granted to organised groups rather than individuals. When applying, the applicant should explain:

- who they represent,
- why they want Rule 6 status, and
- what evidence or perspective they can bring that is not already being presented by the Council or another party.

A Parish Council is often considered a stronger candidate than an individual resident because it represents a wider community interest.

Would Sundridge with Ide Hill Parish Council be able to apply in this appeal?

Potentially yes.

If the appeal is proceeding by enquiry (rather than written representations or a hearing), Sundridge with Ide Hill Parish Council could write to the Planning Inspectorate requesting Rule 6 status. The Inspectorate would then decide whether:

- the Parish Council has a distinct case to present;
- its evidence would add something not already covered by Sevenoaks District Council; and
- granting Rule 6 status would assist the enquiry.
-

Why might a Parish Council seek Rule 6 status?

Typically where:

- the District Council's case does not fully reflect local concerns;
- the Parish Council has independent planning, landscape, ecology, heritage or highways evidence;
- there is a significant local interest in the outcome;
- the Parish Council wants the ability to cross-examine the appellant's witnesses directly.

One important point

Being granted Rule 6 status is not automatic. The Planning Inspectorate encourages groups with similar interests to coordinate and appoint a single representative, and it will only grant Rule 6 status where it considers the applicant can make a substantive contribution to the inquiry.

THE PLANNING ENFORCEMENT MANAGER AT SDC HAVE MADE THE FOLLOWING COMMENTS ON THE ABOVE:

I have read the information and have two comments to make:

Article 4 –

Essentially the what the Parish Council has cited is correct. They can request the LPA to consider for an article 4 to be imposed on land or property for the removal of national permitted development rights if it is necessary to protect local amenity or the well-being of the area. In all cases, an Article 4 direction must be based on robust evidence and only apply to the smallest geographical area possible.

Rule 6 –

Rule 6 Status can only apply to Planning Inquires only so is not relevant for the Church Rd appeal. The Church Rd Appeal is being dealt under the Hearing procedure. However, the Parish and other members of public have the opportunity to speak at the hearing when asked by the Planning Inspector.

Sundridge with Ide Hill Parish Council

Finance, Personnel & Governance items

10.1 To agree the items received, paid and payable

PAYMENTS LIST 18 May to 22 June 2026

Code	Date	Description	Supplier				Total
Cleaning	20/05/2026	Cleaning	Val & Sander Reytenba	X	180.00		180.00
Conveniences cleaning	20/05/2026	Cleaning	Val & Sander Reytenba	X	500.00		500.00
Subscriptions	21/05/2026	CPRE Subscription	Campaign for the Prote	X	60.00		60.00
WiFi	29/05/2026	WiFi Village Hall	Onecom Limited	S	95.82	19.16	114.98
Volunteer Expenses	01/06/2026	Return shipping costs of tractor part	Dominic Rossi	X	88.57		88.57
Supplies for meetings	02/06/2026	Cups, Coffee and biscuits	Mrs A C Barlow	X	37.00		37.00
Parish WiFi (Clerk)	02/06/2026	WiFi	Mrs A C Barlow	X	10.00		10.00
Parish mobile telephone	02/06/2026	Mobile	Mrs A C Barlow	S	19.79	3.96	23.75
Software Adobe	02/06/2026	Adobe software	Mrs A C Barlow	S	10.95	2.19	13.14
Supplies for meetings	02/06/2026	Coffee and Biscuits	Cllr Helen Wilson	X	6.49		6.49
Energy Costs	02/06/2026	Electricity - Rec	EDF Energy	L	176.42	8.82	185.24
Conveniences Maintenance	02/06/2026	Drain unblocking	Jonny's Drains	S	120.00	24.00	144.00
Playground Fundraising	02/06/2026	Picnic Benches for Goathurst Common (Ring fenced Gr	Fenton Timber	S	679.90	135.98	815.88
Renovations	02/06/2026	Curtains for Village Hall	Custom Group Limited	S	1,590.59	318.12	1,908.71
Photocopier and photocopying	03/06/2026	Photocopier rental	KCC	S	59.60	11.92	71.52
Tree Survey	03/06/2026	High priority tree work (from tree survey)	All Angles Tree Care	S	6,020.00	1,204.00	7,224.00
Maintenance	03/06/2026	Maintenance Items for Village Hall	Banbrook Handyman ar	X	171.00		171.00
Electricity and Gas	08/06/2026	Gas - Hall	British Gas	L	109.30	5.46	114.76
Conveniences energy costs	08/06/2026	Electricity - toilets	EDF Energy	L	98.82	4.94	103.76
Annual Parish Meeting - Sundridge	08/06/2026	Catering for Annual Parish Meeting	Andrea Hodge	X	300.00		300.00
Cleaning	19/06/2026	Cleaning	Val & Sander Reytenba	X	180.00		180.00
Conveniences cleaning	19/06/2026	Cleaning	Val & Sander Reytenba	X	500.00		500.00

22 June 2026 (2026-2027)

RECEIPTS LIST 18 May to 22 June 2026

Code	Date	Description	Customer			Total
Income Casual	26/05/2026	Village Hall Hire	Hall Hire Casual	X	30.00	30.00
Income Casual	28/05/2026	Village Hall Hire	Hall Hire Casual	X	30.00	30.00
Income Sundridge AllStars	09/06/2026	Sundridge Allstars 25-26 fees	Sundridge AllStars	X	660.00	660.00
Total					720.00	720.00

PAYMENTS LIST - at 23 June 2026

Code	Date	Description	Supplier				Total
Supplies for meetings	23/06/2026	Coffee and Biscuits	Mrs A C Barlow	X	15.25		15.25
Travel Expenses	23/06/2026	Mileage	Mrs A C Barlow	X	126.05		126.05
Email address hosting charge	23/06/2026	Ide Hill Hall Hire	Ide Hill Village Hall Trust	X	108.00		108.00
Professional Services	23/06/2026	Stubbs Wood consultancy	Maydencroft	S	680.00	136.00	816.00
Energy Costs	23/06/2026	Electricity Recreation Ground	EDF Energy	L	152.76	7.64	160.40
Electricity and Gas	23/06/2026	Village Hall Electricity	British Gas	L	19.64	0.98	20.62
Playground maintenance	23/06/2026	Timber for fence at Ide Hill Rec	The Timber Yard	S	30.70	6.14	36.84
Total					1,132.40	150.76	1,283.16

10.2 To approve the 2025/26 Annual Return

Annual Internal Audit Report 2025/26

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

www.sundridgewithidehill-pc.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
		✓	

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

Signature of person who carried out the internal audit

J Chamberlain

Date

15/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). VILLAGE HILL ACCOUNTS ARE RUN SEPARATELY ALTHOUGH.

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed). VILLAGE HILL BANK ACCOUNT NOT SET OPERATIONAL

10.3

10.3.1 To approve Annual Governance Statements for 2025/26

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.sundridgewithidehill-pc.gov.uk

ENTER YOUR AVAILABLE WEBSITE/WEBPAGE ADDRESS

10.3.2 To approve Accounting Statements for 2025/26

Section 2 – Accounting Statements 2025/26 for

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	24,884	54,865	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	75,000	85,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	107,796	221,679	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	28,351	38,953	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	124,464	155,375	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	54,865	167,216	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	54,865	167,216	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	610,601	610,600	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

10.4 To discuss and agree, if appropriate, awarding a grant to DRiPS towards a new Darent Action Plan

Dear Sundridge and Ide Hill Council

A new Darent Action Plan

Could the Darent ever dry up again like it did in the 80s and 90s? The Darent and Cray are still two of the most over-abstracted of England's chalk streams. Although they were rescued by a "Darent Action Plan" about 25 years ago, the pressure for house building and long hot summers means that the natural regular base flow in the river is diminishing year by year. The water companies are promising to find solutions, but they probably won't be implemented until the 2050s. It's too long to wait.

DRiPS, along with the South East Rivers Trust and the Darent Valley Trout Fishers have launched a project with consultant water engineer John Lawson, to find cost effective solutions to over-abstraction that can restore the flow in the reasonably near future, avoiding delay and uncertainty. The attached note describes the scope of the project. The current abstraction regime from the chalk aquifers that feed the river is based on historic network connections and we believe that almost half our Darent water is piped up to London

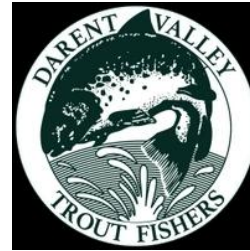
A wealth of historic abstraction and recharge data has been gathered and John Lawson expects to deliver a report with his recommendations in May. The undersigned are anxious to work alongside all of the water companies and Ofwat, RAPID and the Environment Agency to achieve some significant positive changes in the next ten years. The river Darent is the main life-giving artery of the Sevenoaks region and it is one of the few chalk streams not to have its flow augmented by a sewage treatment works. The quality of its natural water from its chalk aquifers far surpasses that of many other chalk streams. Preventing any future sewage works from discharging into the Darent is another issue in which our group will need to engage.

We would be most grateful if you could consider a grant of £500 to support the Lawson project. We will acknowledge your contribution on our website and keep you updated about our progress.

If you do feel able to contribute, the DRiPS bank account details are NatWest 60-19-02 Account 71582894.

Yours sincerely

Stuart Merrylees (DRiPS)
Isobel Ollard (SERT)
Phil Chamberlain (DVTF)



Re-vitalising

the Darent Action Plan

The Darent Action Plan was started more than 30 years ago to address the very poor condition of the River Darent, particularly due to the over-abstraction of water for public water supplies <https://darent-drips.org.uk/wp-content/uploads/2023/07/22-River-Darent-Action-Plan-Oct-2000.pdf>

Although some improvements have been achieved, the Darent and Cray are still amongst the most heavily over-abstacted chalk streams in the country and their condition is far removed from the iconic state of similar large chalk streams like the Rivers Test and Itchen. Current water company plans recognise the need for major abstraction reductions in the Darent and Cray catchments, but mostly delay them until after 2050. New concerns over the costs and benefits of abstraction reductions throw doubt on whether the far-off planned reductions will ever materialise. In this context, the Darent River Preservation Society and South East Rivers Trust and the Darent Valley Trout Fishers have appointed consulting engineer John Lawson, FEng, FICE to review the impacts of water abstraction on the Rivers Darent and Cray and consider plans for rapid reinstatement of river flows to much closer to their natural condition. John is on the Catchment Based Approach (CaBA) chalk stream restoration group's expert panel for water resources and has researched and published many influential reports on abstraction impacts in chalk streams, including these in recent years:

- A%R – abstraction as a % of recharge in chalk streams <https://chalkstreams.org/2022/01/23/ar-abstraction-as-a-of-recharge-in-chalk-streams/> This report confirmed that the very high level of over-abstraction in the Darent/Cray catchments.
- Chalk Streams First (CSF) – a permanent and sustainable solution to the chalk streams crisis <https://chalkstreams.org/2022/01/23/ar-abstraction-as-a-of-recharge-in-chalk-streams/> The solution is based on the principle of moving abstractions as far down the river as possible, making use of the flow recovered from the abstraction reductions upstream, whilst also making best use of storage in the chalk aquifer.
- Dealing with impacts of groundwater abstraction on the chalk streams of the Colne and Lea valleys <https://chalkstreams.org/flow-recovery-following-abstraction-reduction/> The report includes a new modelling approach (the CSF model) to assess the extent of flow recovery from abstraction reductions.

John will be developing a CSF model of the Darent/Cray catchment and using it for:

1. New estimates of how groundwater levels and river flows in the Rivers Darent and Cray have been affected by abstraction of groundwater for public water supplies.
2. Comparison of estimated abstraction impacts with previous impact assessments by the water companies and EA, providing a basis for challenging water company estimates, if needed.
3. Assessing the effectiveness of past abstraction reductions in the catchment, providing a basis for challenging water company and EA assessments of the effectiveness of the reductions, if needed.
4. Modelling the effectiveness of the water companies' planned abstraction reductions, as described in their latest WRMPs.
5. Modelling the effectiveness of alternative abstraction reduction plans that could bring improvements faster and at less cost than the improvements foreseen in water company plans

The over-riding objective of John's work will be to find cost effective solutions to over-abstraction, that can restore the rivers in the reasonably near future, avoiding the long delays and uncertainty in current water company plans. Data has been requested from the various water companies and the Environment Agency. John will be working to a phased programme with regular assessment points that will allow the DRiPS Group to monitor progress. The first report has been delivered in February 2026 and the next phase is expected to be completed in May.

Darent River Preservation Society.
Updated SM 01 March 2026

10.4 To discuss and agree, if appropriate, the appraisal and pay award for the Clerk for 2025-26.

It has been proposed Members agree via email the Clerk's appraisal and pay award by Monday 29 June 2026. This item will be discussed in confidence.

11 Ide Hill

11.1 To note the minutes of the Stubbs Wood Committee Meeting on 1 June 2026

Stubbs Wood Committee
Minutes of a meeting held at Ide Hill Village Hall
on Monday 1 June 2026 at 6.30 pm

Present: Cllrs Coles, De Bono, Fribbens, Manley (Chair) and Maybury
Mr Jeff Mashburn, Mr Dominic Rossi, Mr Richard Redding
and Mrs Katie Wennink

In attendance: 8 members of the public (the majority in part), Mrs A Barlow (Clerk)

Apologies: Cllr Ann Powell and Mr Adam Ashworth

1. To receive apologies and reasons for absence.

Apologies were received and accepted from Cllr A Powell and Mr Ashworth.

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 matters they have related to Stubbs Wood. Please note this item will be limited in time at the discretion of the Chairman.

- *There was a question about the structure of the Committee, Cllr Manley and the Clerk advised that the Committee is a formal Committee of the Parish Council and has delegated powers.*

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

None.

5. Introduction to Stubbs Woods: a brief history, the rationale for establishing the committee, and its long-term objectives.

Cllr Manley gave a brief history of Stubbs Wood and it is attached at Appendix A.

6. Stubbs Wood Current Items

6.1 Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)/Grants
Cllr Maybury gave an update and this is included at Appendix B.

6.2 Tree Survey

Cllr Manley advised that a tree survey has to be carried out every 3 years. The work identified has been quoted at about £30,000. The Clerk confirmed that the trees with the highest risk trees had now been done and the invoice of £6,020 has been received.

6.3 Insurance for Tractor

The Clerk advised that she is awaiting a response from the insurance company.

Sundridge with Ide Hill Parish Council

6.4 Woodland Walk on 27 June 2026

Cllr Manley advised that there is Woodland Walk on 27 June 2026 and all residents of both Sundridge and Ide Hill are invited to attend with refreshments afterwards on Ide Hill Recreation Ground. Details are included at Appendix C.

6.5 Bonfires in the Woods

It was noted that there had been some illegal activity in the woods such as bonfires and it was agreed the Clerk should get some signage advising NO Fires, Litter, Glass in the wood.

7. Stubbs Wood Accounts

7.1 To note the accounts as at 31 May 2026

The Committee noted the accounts at 31 May 2026 at Appendix D.

8. Stubbs Wood Correspondence

8.1 Brasted Parish Council

Members of the Committee felt that this would be of interest to approach other local Councils to see if they would be interested in being involved in the management of Stubbs Wood.

It was agreed that Cllr Fribbens and the Clerk would draft a response to Brasted Parish Council.

8.2 Ide Hill Society

Members thanked the Ide Hill Society for their letter which was extremely helpful.

9. To discuss future initiatives and agree next steps, if appropriate, in preparation for the Community Consultation Meeting scheduled for 3 July.

Members of the Committee discussed various items and the following points were discussed and agreed.

- *Set up QR code for donations. - Katie Wennick*
- *Separate banking account for Stubbs Woods. - the Clerk advised that it was against best practice to have additional bank accounts but any money raised specifically for Stubbs Wood would be ring fenced and could only be used for Stubbs Wood. This money would remain in reserves through each financial year.*
- *To consider setting up a Friends of Stubbs Woods Charitable trust – Katie Wennick, Richard Redding*
- *To consider the income value for Larch in 1 d/e.- Dominic Rossi, Jeff Mashburn*
- *Notice Boards, info and capital grants application and costings. - Dom, Sharron, Russell, Amanda.*
- *Grant Applications – CSHT grant and associated grants need to be officially applied for by the Clerk. This would be supported by Cllrs Maybury and Manley.*
- *The use of the woods for forestry education – Jeff Mashburn*
- *To discuss sharing the responsibility of the woods with other local Town and Parish Councils – Cllr Fribbens*
- *To consider setting up a legacy donation facility within the Friends of Stubbs woods information and how this would work with charitable status.*
- *To arrange for a link from existing PC website to new Stubbs Woods website – Clerk.*

Sundridge with Ide Hill Parish Council

- *To look at commercial options such as the Yurts Shepherd Huts – Katie Wennick and Richard Redding.*
- *To look at the options of hiring out the Woods as a filming location – Cllr Manley*
- *To consider various fundraising events - Annual summer and winter walks, Halloween fun lantern walks. Film nights – Cllrs Coles and Manley, Katie Wennick.*
- *To consider an annual budget required by the Parish Council to fund the extras in the woods, planting, training, volunteers etc.- Cllrs Coles, Fribbens, Manley, Maybury and Clerk*
- *To look at the options of weekend warrior woodland volunteers perhaps quarterly, recruit working members of the community to volunteer. - Jeff Mashburn*

10. Date of next meeting

24 June 2026

Update on Grants from Cllr Maybury

Hello

Just to summarise where I think we have got to with the Forestry Commission and Natural England

RPA

We have just received on 19th June the formal invitation from the RPA to apply for Countryside Stewardship Higher Tier (CSHT) grants

FC and Natural England

The Forestry Commission are in writing saying that the life of the WMP has been extended with their felling license which expires 2029 .Natural England have agreed in principle that their felling operations license will be extended to coincide with the licenses from the FC .In essence therefore we do not have to renew any felling licenses or the WMP until then .We can of course refresh the WMP and the licences if we are ready to do so before 2029 .

Natural England have clarified on the 12th June that their SSSI consent for forestry operations is valid until 2027 .If we make a CSHT application within that time frame then the NE consent will be valid for the life of the new RPA/CSHT agreement which will be for 5 years .

In short we have plenty of time to make our CSHT grant applications under the existing WMP and related felling licences .

I have asked the about a licence to fell larch in the compartment we identified during their visit .

Grants

We are in basic agreement with the FC based on the email from the FC dated 12th March 2026 that we can apply for the following grants-

CWD2,CPAC1 ,CPAC3,CPAC4,CPAC5,CPAC6

CSP12,CSP14

CWS7

Capital Items

AC2,FG12 ,FG13,FY6,SB6,SM11,TE11,TE17,VED1

All the relevant explanations for these codes are on the CSHT website .

This does NOT mean we cannot apply for other grants now or in the future BUT the strong recommendation from the FC is to keep it simple and apply for grants we can implement without additional resources and without incurring unnecessary additional delay .

Grant working party

Personally ,given the new committee and the appointment of a number of well qualified new members who are already known to the FC ,I feel that there is not much more I can add to the process .Progress may be better served if a working group is formed from the committee to complete the application process .I am of course very happy to continue to support the process in any way I can .I will defer to the Chair and the other members as to how best to move forward when we next meet

Kind regards

11.2 To consider a request for a memorial bench

On Fri, May 29, 2026 at 11:27 AM Sue Green

Dear Lizzie

What a lovely idea. However, it is not in our remit to permit this as the land is not ours (it was historically). The land is now owned by the Parish Council of Sundridge with Ide Hill. They are considering selling it.

Can I suggest you contact the Clerk and John Evans - copied in.

Kind regards

Sue Green Joint Owner and Partner

Montreal Estate

From: Lizzie Warwick-Champion

Sent: 28 May 2026 23:37

To: Montreal Estate Office <office@themontrealestate.co.uk>

Subject: Fwd: Enquiry for a memorial bench

Hi,

Just following up on my previous email.

Is this something that would be permitted?

Kind regards,

Lizzie

----- Forwarded message -----

From: **Lizzie Warwick-Champion** Date: Sat, 28 Feb 2026 at 16:27

Subject: Enquiry for a memorial bench

To: <office@themontrealestate.co.uk>

Good afternoon,

My mother was an avid cross-country runner and used to run across the Montreal Estate as part of her usual route every week.

She sadly passed away this February and we would love to put a memorial bench in one of her favourite spots.

Please could you let me know if the point highlighted in the attachments is indeed on land owned by the estate, and whether this would be possible? (This would be a standard park bench with a small engraved plaque dedicated to Pauline Dalton.)

Many thanks in advance,

11.3 To note the outstanding items for Ide Hill Amenities and allocate funds if required.

1. Items for John Banbrook:

- a. Ide Hill Public Conveniences
 - i. Baby change x 2 in both toilets
 - ii. Toilet roll holders onto the walls
 - iii. Lock on men's toilet door
- b. Ide Hill Notice Board on village hall wall
 - i. Fix lock

2. Ide Hill Rec

- a. Playground
 - i. Signs for vandalism
 - ii. Repair to fence – done by John Evans
- b. Noise/Usage by Mr Taylor – Ide Hill Rec
 - i. Agreement on hold – confidential matter

3. Signage – to be included in all the signage as agreed by Members at the meeting on 18 May 2026.

4. Ide Hill Green

- a. Request from Patons to put a who are supplying them would like to have a grabber on site (on the green outside the hedge ideally) for one day to remove the materials from the site and deliver the gravel etc.

5. Summer Walk – Budget £500

- Review weather forecast – looking hot & Sunny. So probably need 3 gazebos to borrow from Fundridge – ask Vikki. Arrange to collect Saturday morning
- Walk – Adam Ashton to do the walk – Martyn & Russell
- Refreshments – Sharron, Tammy, Ann & Amanda
 - o Tea & Coffee
 - o Water and Squash
 - o Cakes – clerk to purchase from supermarket on Friday
 - o Paper biodegradable cups

6. Stubbs Wood

- a. Tree Survey – low & medium trees to be identified.
- b. Insurance of tractor – Clerk awaiting to hear back from Insurance company
- c. CSHT grant now open for application
- d. SW Committee on 24 June will deal with most matters

7. July 3 IH Information Evening – Budget £350

- a. Hall booked from 5pm to 9pm
- b. Refreshments – wine/soft drinks/crisps
- c. Glasses?
- d. Prepare for presentations
 - i. Stubbs Wood – Sharron
 - ii. Ide Hill Rec - Tammy
 - iii. Highways Issues – Martyn

12 Sundridge

- 12.1 To discuss and agree, if appropriate, extending the lease for Ide Hill Football Club on the recreation ground

n 2026-06-03 07:46, Clare Dance-Harvey wrote:

Good morning all, as you know our lease at Sundridge is from 1st September - 31st May.

The football season seems to be getting longer every year ! This year our first match is the weekend of 29th August. Is this going to be OK with you guys ?

Also we were asked to email about what we feel needs to be prioritised at Sundridge, our main concern is the drainage, we have to cancel a lot of matches throughout the winter months due to waterlogged pitches, if it was vertidraind a couple of times a year that could also help, then at the end of the season, overdressed, fertilised and a sand dressing, we use Bourne sports for all this up at Ide Hill , you can apply for pitch power funding from the FA for all of this . Also the potholes down the driveway are getting pretty dangerous.

The pavilion needs updating inside, during our recent grading by the league it failed to meet the standard due to lack of showers, the refs changing room being too small, no sanitary bins in the toilets etc, again there is funding for improving clubhouses through the FA.

Your biggest problem will be is that a private school uses it, I would say about grassroots clubs using it, especially our woman's team because you have more chance of receiving funding than saying a private school uses it.

They don't tend to fund facilities for educational use.

I hope all this helps but please shout if I can answer any questions for you.

Kind regards Clare Dance Ide Hill FC

12.2 To note the outstanding items for Sundridge Amenities and allocate funds if required.

Outstanding Sundridge Matters

1. Items for John Banbrook:

- a. Fix lock on Notice Board by bus stop
- b. Village Hall
 - i. Toilet roll holders
 - ii. Whiteboard
 - iii. Baby change
 - iv. Outside tap
- c. Pavillion
 - i. Electrics

2. Fire Risk

- a. Give the fire risk company details of the hall and pavilion
- b. Instruct company to undertake assessment

3. Village Hall

- i. Curtains orders
- ii. Floor needs to be done
- iii. Furniture delivered but missing rack for chairs

4. Recreation Ground

- a. Pavilion
 - i. Fire assessment as above
 - ii. Electrics
 - iii. Plumbing issues
- b. Ground
 - i. Confirm with Radnor to go ahead with work on cricket pitch
- c. Meeting with hirers – arrange a suitable date for a meeting

5. Bowers Meadow

- a. Update required from the group at next meeting.

13. General Items

13.1 Events

To discuss and agree, if appropriate, next steps and allocation of funds, if required, in relation to the following planned events:

13.2.1 Summer Walk - 27 June 2026

Sundridge with Ide Hill Parish Council



Summer Walk
Saturday 27th June 2026

**Guided walk through Stubbs Wood followed by tea and cakes
on the Ide Hill Recreation Ground**

Dogs on leads welcome. • Children must be accompanied by an adult.

Meet on Ide Hill Village Green
at 2.00pm

Tea and Cake on Ide Hill Recreation
Ground at 3.00pm

All residents from Sundridge and
Ide Hill are welcome to join us.



clerk@sundridgewithidehill-pc.gov.uk
Parish Mobile: 07495 962372

Sundridge with Ide Hill Parish Council

Community Engagement Event

Friday 3rd July 2026

From 6.00pm in Ide Hill Village Hall



The Parish Council warmly invites all residents to a Community Engagement Event
An opportunity to explore, discuss, and help shape the future of Ide Hill

6.00 pm Welcome and Refreshments

6.30 pm MUGA - A multi use sports facility
on Ide Hill Recreation Ground

7.15 pm Road Safety - Potential
improvements to traffic regulations
and signage through the village

8.00 pm Break

8.15 pm Stubbs Wood -
Proposals on the future
of our local woodland

9.00 pm Close

Ide Hill Village Hall, Ide Hill, Sevenoaks TN14 6JG

For more information contact the Clerk at clerk@sundridgewithidehill.gov.uk



Sundridge with Ide Hill Parish Council

13.2.3 Family Fun Day – 17 August 2026

Other activities over the summer

Edenbridge Town Council activities at Stangrove Park, Edenbridge. Thursday 30 July, Thursday 6 August, Thursday 13 August and Thursday 20 August all 2pm to 5pm

Swanley FH fun Day
21 August 10.30am to 2.30pm
@Swanley Family Hub, St Mary's Road,
Swanley BR8 7BU



If you have any questions or would like more information

t 01732 227000

e communities@sevenoaks.gov.uk

W sevenoaks.gov.uk/familyfundays

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

Visit our Sevenoaks offices:
Monday to Thursday, 8.45am to 5pm
Friday 8.45am to 4.45pm

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f Sevenoaks District Council Official
i sevenoaksdistrictcouncil
in Sevenoaks District Council
X sdc_newsdesk

We may take photos and film at Family Fun Days. The photos and footage may be used in our publications and shared with the local press, on social media and funding partners. If you do not want to be photographed or filmed, please tell a member of staff on the day.

Family Fun Days 2026



PlayPlace
Where Everyone Counts

Sevenoaks
DISTRICT COUNCIL

Family Fun Days are back!

Our ever popular and FREE Family Fun Days return for four weeks of action-packed activities over the school summer holidays.

As ever, they will include crafts, games, sports, face-painting and more in a friendly and safe environment.

Kent Police will be on hand to offer free bike marking at some locations too.

There's no need to book, simply turn up and have fun. However, children must be supervised by a parent or guardian at all times. Activities are provided for children under the age of 12, but they may not be suitable for very young children.

Please bring waterproof clothing and sunscreen. Refreshments and toilets are available at locations where indicated.

We recommend you check our website or our social media accounts before setting off as the schedule may change if there's wet weather.

For more information, visit www.sevenoaks.gov.uk/familyfundays.

The days are funded and organised by us, run by Play Place and supported by town and parish councils.

Family Fun Day dates & locations

Monday 27 July 10.30am to 1.30pm
Chevening

Chipstead Recreation Ground,
Chevening Road, Chipstead TN13 2SA WC ☕ 🚲

Tuesday 28 July 10.30am to 1.30pm
Hextable

Hextable Heritage Centre,
College Road, BR8 7LT WC ☕ 🚲

Wednesday 29 July 10.30am to 1.30pm
Farningham

Market Meadow, High Street, Farningham DA4 0DH WC

Thursday 30 July 10.30am to 1.30pm

Dunton Green
Dunton Green Recreation Ground,
TN13 2UR WC ☕ 🚲

Friday 31 July 10.30am to 1.30pm

Crockenhill
Crockenhill Village Hall, Stones Cross Road,
Crockenhill BR8 8LT WC ☕

Monday 3 August 10.30am to 1.30pm

West Kingsdown
West Kingsdown, Gamecock Meadow, London
Road, TN15 6BZ WC ☕

Tuesday 4 August 10.30am to 1.30pm

Sevenoaks
Greatness Recreation Ground,
Mill Lane, TN14 5BX WC ☕ 🚲

Wednesday 5 August 10.30am to 1.30pm

Swanley
Swanley Park, New Barn Road,
BR8 7PW WC ☕ 🚲

Thursday 6 August 2pm to 5pm

Edenbridge
Stangrove Park, TH8 5LU WC ☕ 🚲

Friday 7 August 10.30am to 1.30pm

Chiddingstone
Chiddingstone Causeway Sports Field,
Tonbridge Road, TN11 8JS WC ☕

Monday 10 August 10.30am to 1.30pm

Seal
Seal Recreation Ground, High Street, TN15 0AF 🚲

Tuesday 11 August 10.30am to 1.30pm

Hartley
Woodland Avenue Recreation Ground,
Woodland Avenue, DA3 7DB WC 🚲

Wednesday 12 August 1.30pm to 4pm

Knockholt
Knockholt Recreation Ground, Main Road,
Knockholt TN14 7LG WC

Thursday 13 August 10am to 1pm

Westerham
King Georges Playing Field, Costells Meadow,
Westerham TN16 1BN WC ☕

Friday 14 August 10.30am to 1.30pm

Halstead
The Pavilion & Recreation Ground, Station Road,
Halstead, Sevenoaks TN14 7DH WC ☕

Monday 17 August 10.30am to 1.30pm

Sundridge
Sundridge Recreation Ground, Main Road,
Sundridge TN14 6EJ WC ☕

Tuesday 18 August 10.30am to 1.30pm

New Ash Green
The Minnis, DA3 8HH

Wednesday 19 August 10.30am to 1.30pm

Shoreham
Shoreham Recreation Ground, High Street,
Shoreham, Sevenoaks TN14 7TB WC ☕

Thursday 20 August 10.30am to 1.30pm

Horton Kirby & South Darenth
South Darenth, Heathside Recreation Ground,
DA4 9AZ WC ☕

Friday 21 August 10.30am to 1.30pm

Leigh
The Green, TN11 8QP WC ☕

Key:
Toilets available

Refreshments available (charges may apply)

Free Kent Police bike marking sessions



13.2 Community Engagement

13.2.1 To discuss and agree, if appropriate, publishing and mailing a Parish Newsletter and an allocation of resources if required

13.2.2 To discuss and agree, if appropriate, an email list platform and an allocation of resources if required

13.2.3 To discuss and agree, if appropriate, the next steps with regard to a new website.

13.3 Correspondence

13.3.1 Thames Water Draft Drought Plan - Statutory Consultation 2026



Thames Water Utilities Ltd.
Clearwater Court
Reading
Berkshire
RG1 8DB

Our Draft Drought Plan 2027 – Public Consultation

Dear Customers, Stakeholders and Regulators,

We recently received approval from the Secretary of State to publish our draft Drought Plan 2027 for consultation. Our draft Drought Plan has been produced to comply with the statutory requirements introduced in the Water Act 2003, the Drought Plan (England) Direction 2025 and Environment Agency guidelines.

How Can I Get Involved?

We want to hear from you. We're consulting on our draft Plan for 8 weeks from 28th May to 23rd July. Your feedback will help us to develop a plan that meets your expectations.

If you wish to provide feedback on our draft Drought Plan 2027, please send your representation to the Secretary of State via email at water.resources@defra.gov.uk and copy in our water resources mailbox - WaterResources@thameswater.co.uk including "Thames Water" in the subject line, by 23rd July 2026.

Representations by post should be sent to:

Drought Plan Consultation
Defra
Drought
Seacole
2 Marsham Street
London
SW1P 4DF

We'll consider all representation received by 23rd July, and publish our Statement of Response by 29th October outlining any changes we have made to our plan in response to the consultation. We'll incorporate changes to our revised draft Drought Plan which we'll submit to Defra and will publish our final Drought Plan in 2027 once approved.

Our Drought Plan and accompanying dDP27 documents are available on our website, which can be found below:

<https://www.thameswater.co.uk/about-us/regulation/drought-plan/consultation>

A paper copy can also be made available on request at Clearwater Court, Reading.

What is a Drought Plan?

All water companies in England and Wales are required by the Government to produce a Drought Plan every 5 years. Our Drought Plan explains the actions we'd expect to take in the event of a drought, to ensure that we maintain essential supplies of water to our customers.

Our Drought Plan describes how we will continue to supply wholesome water to our customers during periods of prolonged dry weather and drought. Drought Plans are a requirement under s39B of the Water Industry Act 1991 (WIA), as introduced by the Water Act 2003. This draft Drought Plan fulfils the requirement in the Act and has been developed in accordance with the guidelines provided by the Environment Agency.

Our Draft Drought Plan 2027 Summary

Our documents include a summary document, main report and technical appendices. We have retained the same methodologies and assessments as in our 2022 Plan but have made the following updates, considering lessons learnt in the droughts of 2022 and 2025:

- We have reduced the expected time it would take to implement a Temporary Use Ban (TUB)
- We have included additional flexibility to consider the use of drought permits which have very low impacts on the environment, earlier in a drought
- We have included new Drought Permit measures to take more water from the environment to help further protect our customers water supply
- We have updated our assessment of what impact our drought measures would have on the environment
- We have updated our agreement to take a coordinated approach with the other water companies in the South-East if water use restrictions are needed.
- We have updated our Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) to assess the environmental impacts of individual options as well as the Plan overall.

We have followed the guidance outlined in the Security and Emergency Measures Directions (SEMD) Framework, 2022 and further amended in 2024 when preparing our

Drought Plan. The Guidance states that sensitive information must not be published, which includes identifying locations of abstractions. To comply with this, we have redacted site names that could be used to identify locations of our abstraction sites and assets throughout the main report and appendices.

Best regards,

Julie Morton

Head of Water Resources
Thames Water

13.3.2 Road Safety and Active Travel Group (RSATG) Seminar

Dear Parish and Town Council Colleagues,

Following the success of our inaugural Road Safety & Active Travel Group (RSATG) Seminar held in April at Sessions House, Maidstone and Betteshanger Park, Deal, we are now hosting a virtual seminar, covering the same content/presentations, for those of you that were unable to attend the in-person sessions.

This Seminar has been designed to bring together Parish and Town Councils, County Members, Kent Association of Local Councils (KALC), Kent Police, your Community Engagement/ Highway Improvement Plan (HIP) representatives and the wider Road Safety & Active Travel Group.

Many of you will know us best through the HIP process and whilst HIPs remain a key part of how we work with you, this seminar aims to offer a broader insight into how we collaborate across RSATG, the wider Highways & Transportation teams and Kent Police to identify the most appropriate, effective and long-term solutions to the concerns you raise.

Please see attached draft agenda for the seminar along with a handout and feedback form for those of you able to attend. To set the scene, we will begin the seminar with Vision Zero, establishing the golden thread that underpins each of the presentations and the overall theme of the event which will go on to include topics that are regularly discussed at HIP review meetings. Such additional topics will include:

- Safety Cameras and the work of the Kent and Medway Safety Camera Partnership (KMSCP)
- Speed Watch (presentation by Kent Police)
- What telematic speed and collision data we hold and how we use it
- The work of the Highway Improvements Team
- How we can support the schools in your areas through School Travel Plans, School Streets and initiatives such as bikeability and Walk Once a Week (WOW)
- Road Safety Campaigns and education
- Active Travel schemes overview, initiatives and funding available

Our goal is to demonstrate how we can all work together, sharing knowledge and supporting each other to achieve the same objective: improving safety and the quality of life for Kent's residents. This will be an interactive and engaging session, designed to encourage discussion and strengthen relationships.

The seminar will be held on **Thursday 9 July 2026** on MS Teams, and the joining details can be found below. The presentations will start promptly at **09.30am** and all Clerks and Parish Councillors are welcome.

Please note: Whilst it is not possible to share the presentation slides due to file size, this virtual seminar will be recorded, and the recording shared with all Parish and Town Councils shortly after.

Many thanks and best wishes

Nigel

Nigel Rowe | Community Engagement Officer (West) | Road Safety & Active Travel Group | Highways, Transportation & Waste | Kent County Council |

03000 413319 | www.kent.gov.uk/highways

Trouble viewing email? [Open In Browser](#)



Dear Amanda,

May brought a full spectrum of weather to England — a stark reminder that it's more important than ever to make sure our countryside is resilient in the face of competing pressures.

Indeed, the [Climate Change Committee's latest report](#) highlights how the countryside has a crucial role to play in the climate emergency. This means getting to grips with the way we use land fast.

In May, we showcased our vision for protecting England's overlooked countryside through the launch of our new campaign, 'On the Edge', at RHS Chelsea Garden Show. You can read more about that below.

This week, [we published a report](#) that explores the potential of English devolution to address the imbalance in policymaking and investment in its rural areas.

Elsewhere, we were disappointed to learn that [the government won't be taking forward](#) proposals for rooftop solar canopies over car parks, as we think it's a great way to double up on land use.

Finally, none of our work would be possible without our amazing volunteers who dedicate hours of their time to powering our campaigns. We celebrated Volunteers' Week during the first week of June, saying a massive thank you to CPRE volunteers across our local groups and in the national charity ❤️

Gold medal and Garden of the Year at RHS Chelsea Flower Show!



We were delighted that our garden and acclaimed garden designer Sarah Eberle were awarded Garden of the Year in the Show Garden category and Gold Medal at Chelsea Flower Show this year! 🏆 🌸

Gaia, our guardian figure carved from a fallen mature tree, captured hearts at Chelsea and across television screens. Created for our centenary year, the 'On the Edge' garden shined a light on the overlooked countryside on the edges of our towns and cities — places often undervalued, under pressure and full of extraordinary potential. The garden has now been given a second life at Park Hill development in Sheffield.

8. Dates of next meetings

14.1 To note the dates of the next meetings of the Parish Council and events

Wednesday	24 June	2026	Stubbs Wood Committee Meeting at 6.30pm Ide Hill Village Hall
Saturday	27 June	2026	Parish Council Summer Walk in Ide Hill
Wednesday	24 June	2026	Stubbs Wood Committee Meeting at 6.30pm Ide Hill Village Hall
Tuesday	30 June	2026	Ide Hill Amenities Committee Meeting at 6.30pm Ide Hill Village Hall
Monday	13 July	2026	Sundridge Amenities Committee Meeting at 6.30pm Pavilion, Sundridge Recreation Ground
Monday	27 July	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	17 August	2026	Family Fun Day (run by SDC) Sundridge Recreation Ground (for all children in Primary School)
Monday	28 September	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	26 October	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	30 November	2026	Full Council Meeting at 7.30pm Sundridge Village Hall
Monday	7 December	2026	Full Council Meeting at 7.00pm (urgent items only) Ide Hill Village Hall