AMANDA BARLOW **Telephone:07495 962372**
Clerk to the Council **email: clerk@sundridgewithidehill-pc.gov.uk**

To: The Members of the Stubbs Wood Committee of Sundridge with Ide Hill Parish Council
Cllrs Coles, De Bono, Fribbens, Manley (Chair), Maybury and Powell
Mr Adam Ashworth, Mr Jeff Mashburn, Mr Dominic Rossi, Mr Richard Redding
and Mrs Katie Wennink

I hereby invite you to attend a Meeting of the Stubbs Wood Committee of the Parish Council to be held in the hall at **Ide Hill Village Hall** at **6.30 p.m. on Monday 12 October 2026** to transact the undermentioned business.

Clerk Amanda Barlow 8 October 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 matters they have related to Stubbs Wood. 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. It is proposed that Agenda item 9. will be discussed in confidence and the Committee will issue a statement following each meeting with the proposals.

5. To agree the minutes of the meeting held on 24 June 2026 and matters arising not covered under Agenda Items.
    5.1 Memorial Bench

6. Stubbs Wood Current Items
    6.1 Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)/Grants
    6.2 Tree Survey
    6.3 Signage
    6.4 Volunteers
    6.5 Chainsaw Training
    6.6 Felled Wood
    6.7 Foraging
    6.8 Insurance for Tractor

7. To discuss publicity and events for Stubbs Wood
    7.1 Bugle
    7.2 Website
    7.3 History Collection
    7.4 QR Code
    7.5 Regular Walks
    7.6 Parish Council Spring Walk - 2027

8. Stubbs Wood Accounts
    8.1 To note the accounts as at 30 September 2026

9. To discuss and agree the proposal for the future of Stubbs Wood to present to Members at the Full Council Meeting on 26 October 2026

10. Dates of next meeting

AGENDA DOCUMENTS

1. To receive apologies and reasons for absence.

   Cllr Tammy Coles,

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 matters they have related to Stubbs Wood. 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. It is proposed that Agenda item 9. will be discussed in confidence and the Committee will issue a statement following each meeting with the proposals.

5. To agree the minutes of the meeting held on 24 June 2026 and matters arising not covered under Agenda Items.

Stubbs Wood Committee

Minutes of a meeting held at Ide Hill Village Hall on Monday 24 June 2026 at 6.30 pm

Present: *Cllrs Coles, Fribbens, Manley (Chair), Maybury and Powell*
Mr Adam Ashworth, Mr Jeff Mashburn, Mr Richard Redding and Mrs Katie Wennink

In attendance: *4 members of the public, Mrs A Barlow (Clerk)*

Apologies: *Cllr De Bono, Mr Dominic Rossi*

1. *To receive apologies and reasons for absence.*

   Apologies were received and accepted from Cllr De Bono and Mr Dominic Rossi.

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.*

- *Dylan Bishop – Mr Bishop advised that he would like to approach the Council about coppicing some chestnut in Stubbs Wood and he would also like to fell the larch.*
  It was agreed that Cllr Manley, Jeff and Adam would meet Mr Bishop at Stubbs Wood and it was agreed that next steps can be agreed by email.
  .

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

   None.

5. *To agree the minutes of the meeting held on 1 June 2026 and matters arising not covered under Agenda Items.*

   Members resolved to agree the minutes of the meetings held on 1 June 2026.

6. *Stubbs Wood Current Items*
   6.1 Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)/Grants

   On 19 June 2026 the Parish Council received an invitation to apply for a CSHT grants and Cllr Maybury has done an analysis of the grants. The papers are included at Appendix A. ***In summary the Parish Council is in a good position and it was agreed that a working party should be set up to apply for grants to help identify and complete the application forms.***

   6.2 Tree Survey

   The Clerk advised that she has asked All Angles to attend the woods to identify the trees marked for the medium and low risk in the survey. There is one high risk tree that did not get felled but it needs to be done urgently and All Angles have been instructed to deal with the tree.

   6.3 Insurance for Tractor

   The Clerk updated the Committee on the insurance for the tractor and it was agreed that the Clerk and Cllr Manley would review the requirements of the DVLA.

   6.4 Woodland Walk on 27 June 2026

   Members resolved to agree to postpone the woodland walk due to the extreme heat to the Autumn.

7. *Stubbs Wood Accounts*
   7.1 To note the audited accounts as at 31 March 2026
   Members noted the accounts at Appendix B.

   7.2 To note the accounts at 24 June 2026
   Members noted the accounts at 24 June 2026 at Appendix C.

   7.3 Memorial Bench

   Members at the Parish Council meeting on 22 June 2026 agreed that the Committee should decide on whether a memorial bench could be placed in Stubbs Wood.

   Members agreed that a memorial bench could be placed and the Clerk should inform the resident that the Parish Council will supply some more information about the type of bench and costings.

8. *Friends of Stubbs Wood*

   8.1 To discuss and agree the governance of the Friends of Stubbs Wood with regard to the Parish Council

   The Clerk explained the issues involving a relationship between the Friends of Stubbs Wood and the Parish Council.

   Katie explained the pros and cons of establishing the Friends of Stubbs Wood as a group or a trust. The Friends of Stubbs Wood is not a charity.

   Members resolved that the Friends of Stubbs Wood should be set up as an independent group to raise funds for Stubbs Wood. It was agreed that the status of the Group as a Charity/Trust could be addressed in the future if required.

8.2 To discuss future activities of the Friends.

It was agreed to that the activities of the Friends Group would be discussed by the Group when they met.

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

Members agreed that following items should be presented:

- *The option of raising the precept by £6,000 for Stubbs Wood to allow operating funds of £12,500 for the next year.*
- *Information on the Friends of Stubbs Wood*
- *Options of selling wood for wood products by felling*
- *Commercial Options for the Stubbs Wood*

10. Date of next meeting

To be agreed after the meeting on 3 July 2026.

Appendix A

On 2026-06-22 14:46, russell.maybury@sundridgewithidehill-pc.gov.uk wrote:

> 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

SBI:
Business name: Sundridge with Ide Hill Parish Council
WMP agreement number:
Agreement name: STUBBS WOOD
Our ref: CRM-6601309-S2M1P2

Dear Sir or Madam,

We have sent this email to the registered business email address we hold for you. If you employ an agent to manage your agreement, please forward this email to them.

I'm pleased to confirm you can now begin your application.

You should apply for actions or items agreed with your Woodland Officer.

Before you apply, read the CSHT guidance and the CSHT terms and conditions.

If we have invited you to apply for more than one site linked to your SBI, you must apply and submit an application before starting the next. If you have a current application, you must submit or withdraw it to begin another. You can restart and submit a withdrawn application when you wish to.

How to apply
When you are ready to apply, sign in to the Rural Payments service using your existing details, go to your 'Business overview' page and click on 'Apply for the Expanded SFI Offer or Countryside Stewardship Higher Tier'.

Your 'Agreement name' is the woodland property name used at the top of this email.

There are 3 steps to apply:
1. *Select your CSHT actions and capital items*
2. *Request adviser review*
3. *Submit your application*

You can find the requirements for each CSHT action in the Find tool and each capital item in Capital grant finder. If you include additional actions or items, we may ask you to remove them and your application may be delayed.

You must send us any supporting documents, such as maps showing locations of actions or items, or quotes for actual cost items, when you have done this. This will avoid delays to your application.

You should reply to this email, attaching the documents, so we can process your application quickly.

What happens next
The Forestry Commission will review your application, and we will let you know when it is ready for you to submit. If there are differences from what was agreed, they will ask you to make further updates before they approve it. Once it has been approved, you can then submit it to the RPA via the Rural Payments service.

After you've applied, we may ask you for further supporting documents, such as evidence of business viability. You can read about what is required in the CSHT guidance.

If your application is successful, an agreement offer will be made available in the Rural Payments service. You can accept or reject this offer. If you accept it, you will get a CSHT agreement, which will usually start on the first day of the following month. Unfortunately, we cannot guarantee that every application submitted will receive an offer, even if it is eligible.

The timeframe of the agreement will depend on the actions you've chosen. The first quarterly payment for land management actions will usually be made in the fourth month after the start date of your agreement. If you have SSSI land in your application, you will need to make sure SSSI consent is in place before we can pay you.

If you have capital items, you can claim for these in the Rural Payments service once you have completed the work. You can submit a capital claim at any time of year.

If you have any questions about this email
You can either:

- *complete a query form in the Rural Payments service, which is the quickest way to contact us. To do this, sign in to your Rural Payments account and go to 'Create or view a query'*
- *reply directly to this email*

Please tell us the SBI and woodland property name, which you can find at the top of this email.

Thank you for your interest in CSHT and the environmental benefits it brings.

Yours faithfully

Katie Bull
Rural Payments Agency

Rural Payments Agency | PO Box 324 | WORKSOP | S95 1DF
ruralpayments@defra.gov.uk

Appendix B

Sundridge with Ide Hill Parish Council
Stubbs Wood

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
2019/20				
Other Income	200		11,438	11,420
2020/21				
RPA Grant	3,720	3,720	910	910
Other Income				
2021/22				
RPA Grant	3,720	3,720	4,864	4,864
Other Income	1,575			
2022/23				
RPA Grant	3,720	3,720	2,436	1,439
Other Income	1,326			
2023/2024				
RPA Grant	3,720	3,720	10,252	10,069
Other Income	600			
	18,581.40	**14,880.00**	**29,900**	28,702
EA Grant		15,000.00		
Total Ring Fenced Income		29,880.00		
Ring fenced income		29,880.00		
less payments		-28,702.00		
Ringe fenced income c/f to 2024/25		**1,178.00**		

Stubbs Wood Budget @ 31 March 2025

	Receipts	**Ring Fenced**	**Payments**	**Payments against ring fenced income**
Carried f/wd from 2023/24		1,178.00		
2024/245				
RPA Grant	4,724		5,399	5,399
Other Income	200			
	4,924	1,178.00	5,399	5,399
Ring fenced income		4,724.00		
c/f ring fenced income		1,178.00		
less ring fenced payments		-5,399.00		
Ring fenced income c/f to 25/26		**503.00**		

Stubbs Wood Budget @ 31 March 2026

	Receipts	**Ring Fenced**	**Payments**	**Payments against ring fenced income**
Carried f/wd from 2024/25		503.00		
Payments to 31 March 2026	200		3,549	
Receipts to 31 March 2026				
	200	503.00	3,549	
In budget from Parish Council	3,000.00			
Transfer from Reserves (October 2025)	3,000.00			
Plus receipts	703			
	6,703.00			
Less payments	-3549			
	£3,154.00			

Appendix C

STUBBS WOOD ACCOUNTS AT 24 JUNE 2026

(Between 01-04-2026 and 24-06-2026)

Cost Ide Hill - Stubbs Wood

Code 34 Professional Services

Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
23/06/2026			Unity Trust Bank		Payment - Stubbs Wood consultancy	Maydencroft	S	-340.00	-68.00	-408.00
					Subtotal for Code:	Professional Services		£-340.00	£-68.00	£-408.00

Code 35 Tree Survey

Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
03/06/2026			Unity Trust Bank		Payment - High priority tree work (from	All Angles Tree Care	S	-6,020.00	-1,204.00	-7,224.00
					Subtotal for Code:	Tree Survey		£-6,020.00	£-1,204.00	£-7,224.00

Code 145 Volunteer Expenses

Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
13/05/2026			Unity Trust Bank		Payment - Tractor parts	Dominic Rossi	S	-31.01	-6.20	-37.21
01/06/2026			Unity Trust Bank		Payment - Return shipping costs of tr	Dominic Rossi	X	-88.57		-88.57
					Subtotal for Code:	Volunteer Expenses		£-119.58	£-6.20	£-125.78
					Subtotal for Cost Centre:	Ide Hill - Stubbs Wood		-6,479.58	-1,278.20	-7,757.78
						TOTALS		**£-6,479.58**	**£-1,278.20**	**£-7,757.78**

Sundridge with Ide Hill Parish Council
Stubbs Wood

	Receipts	Receipts Ring Fenced	Payments	Payments against ring fenced income

Stubbs Wood Budget @ 24 June 2026

	Receipts	**Ring Fenced**	**Payments**	**Payments against ring fenced income**
Carried f/wd from 2025/26	0			
Payments to 31 May 2026				
Receipts to 31 May 2026			119.58	
Receipts to 24 June 2026			6,680	
			6799.16	
In budget from Parish Council	6,500.00			
Transfer from Reserves (April 2026)	6,000.00			
Plus receipts	0			
	12,500.00			
Less payments	-6799.16			
	£5,700.84			

5.1 Memorial Bench

Members agreed a basic plank like bench similar to those at the NT.

6. Stubbs Wood Current Items

6.1 Countryside Stewardship Higher Tier (CSHT)/Rural Payments Agency (RPA)/Grants
Update at the meeting from Cllr Maybury regarding the app and application.

6.2 Tree Survey
6.3 Signage
Update from the Clerk. The signage from Stubbs Wood is being included in the whole Parish signage.

6.4 Volunteers
6.5 Chainsaw Training
6.6 Felled Wood
6.7 Foraging

Sent: 27 September 2026 07:16
To: Clerk to Sundridge with Ide Hill Parish Council <clerk@sundridgewithidehill-pc.gov.uk>
Subject: Foraging in the woods

Dear Amanda

I would be most grateful to understand the parish councils views on foraging in the woods.

I ask as, on Saturday, I met a group of people with carrier bags who told me they were mushroom picking. I reminded them of them to leave some in the woodland and they laughed, so I hope they weren't asset stripping.

I then wondered, given that they were going off the pathways and, also that the woods are SSSi, if we should put a notice up setting out guidelines as to foraging (or not) in the woods.

Many thanks.
Best wishes
Angie



6.8 Insurance for Tractor
Update at meeting.

7. To discuss publicity and events for Stubbs Wood

7.1 Bugle
7.2 Website
7.3 History Collection
7.4 QR Code
7.5 Regular Walks
7.6 Parish Council Spring Walk - 2027

8. Stubbs Wood Accounts

8.1 To note the accounts as at 30 September 2026

Sundridge with Ide Hill Parish Council
Stubbs Wood

	Receipts	Receipts Ring Fenced	Payments	Payments against ring fenced

Stubbs Wood Budget @ 9 October 2026

	Receipts	Ring Fenced	Payments	Payments against ring fenced income
Carried f/wd from 2025/26	0			
Payments to 9 October 2026			6,847	
Receipts to 9 October 2026		661		
			6,847	
			6846.5	
In budget from Parish Council	6,500.00			
Transfer from Reserves (April 2026)	6,000.00			
Plus receipts	660.52			
	13,160.52			
Less payments	-6846.5			
	£6,314.02			

Listing of Payments for Stubbs Wood

(Between 01-04-2026 and 09-10-2026)

Cost Centre **Ide Hill - Stubbs Wood**

Code **34 Professional Services**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
71	23/06/2026			Unity Trust Bank		Stubbs Wood consultancy	Maydencroft	S	340.00	68.00	408.00
						Subtotal for Code:	Professional Services		£340.00	£68.00	£408.00

Code **35 Tree Survey**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
49	03/06/2026			Unity Trust Bank		High priority tree work (from tree s	All Angles Tree Care	S	6,020.00	1,204.00	7,224.00
						Subtotal for Code:	Tree Survey		£6,020.00	£1,204.00	£7,224.00

Code **145 Volunteer Expenses**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
40	13/05/2026			Unity Trust Bank		Tractor parts	Dominic Rossi	S	31.01	6.20	37.21
52	01/06/2026			Unity Trust Bank		Return shipping costs of tractor pa	Dominic Rossi	X	88.57		88.57
91	14/07/2026			Unity Trust Bank		Fuel and Oil for Stubbs Wood	Dominic Rossi	S	58.82	11.77	70.59
119	19/08/2026			Unity Trust Bank		Volunteer expenses	Dominic Rossi	X	308.10		308.10
						Subtotal for Code:	Volunteer Expenses		£486.50	£17.97	£504.47
						Subtotal for Cost	Ide Hill - Stubbs Wood		6,846.50	1,289.97	8,136.47
							TOTALS		**£6,846.50**	**£1,289.97**	**£8,136.47**

Listing of Receipts for Stubbs Wood

(Between 01-04-2026 and 09-10-2026)

Cost **Ide Hill - Stubbs Wood**

Code **128 Income General**

Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
02/09/2026			Unity Trust Bank		Donation to Stubbs Wood (Ring Fer	Beat the Cock Event	X	660.52		660.52
					Subtotal for Code:	Income General		£660.52		£660.52
					Subtotal for Cost	Ide Hill - Stubbs Wood		660.52		660.52
						TOTALS		**£660.52**		**£660.52**

£6,314.02

9.. To discuss and agree the proposal for the future of Stubbs Wood to present to Members at the Full Council Meeting on 26 October 2026

10. Dates of next meeting