

**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 **7.00p.m. on Monday 19 February 2018** to transact the undermentioned business.

*Amanda Barlow*

Clerk 14 February 2018

**AGENDA**

The business of the Parish Council will be taken in the following order. All matters discussed will include information items as well as:

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. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on January 2018
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
6. **Items for decision and allocation of resources if necessary.**
  - 6.1 To discuss and agree the earmarked reserves for 2018/19
  - 6.2 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
  - 6.3 To discuss and agree, if appropriate, the next actions with regard to Stubbs Wood
  - 6.4 To discuss and agree, if appropriate, the next actions regarding the Parish Council's involvement in the Community Land Use project.
  - 6.5 To discuss and agree, if appropriate, the next actions regarding Sundridge Village Hall
  - 6.6 To discuss and agree, if appropriate, the next actions regarding the celebration of the Royal Wedding
  - 6.7 To adopt the Planning Committee meeting minutes of 5 February 2018
  - 6.8 To approve/note items payable and paid
- 7.0 **Items for report**
  - 7.1 **Amenities**
    - 7.1.1 To note the items on the Amenities Report
  - 7.2 **Finance**
    - 7.2.1 To note expenditure to date
    - 7.2.2 To note the Finance Committee meeting dates for 2018
    - 7.2.3 To note the minutes of the Finance Committee held on 8 January 2018.
  - 7.3 **Outside Bodies**
    - 7.4.1 To note any reports from outside bodies.
- 8.0 **Items for noting**
  - 8.1 **Correspondence**
    - 8.1.1 To note correspondence.
    - 8.1.2 To note email correspondence on M25 slip road
9. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.
10. **Date of next meeting**  
**Monday 19 March 2018 at Ide Hill Village Hall**

Please find below information to support the Agenda Items for the meeting of the Full Council on **Monday February 19<sup>th</sup> at 7pm at Sundridge.**

**The meeting will be held at Sundridge Village Hall –**



1. Apologies received – Cllr Lovegrove, [Cllr Baker](#), [Meldan](#) and [Cllr Banbrook](#) arriving at 19.45
3. **Minutes** of the Parish Council meeting held on 15 January 2018 – attached
4. **Matters arising from the Minutes from 15 January 2018**
  - 5.7.7 *Bank Accounts* – these will be discussed along with internet banking at the next finance meeting and a report given to the Full Council.
  - 6.0 *Councillor Vacancy* – Clerk’s report
  - 7.2 *Precept* – the Clerk advised SDC that the precept was to be set at £62,000
  - 7.3 *Earmarked Reserves* – on Agenda at 6.1
  - 7.4 *Village Hall floor* – Clerk’s report
  - 7.5 *Notice board* – Clerk’s report
  - 7.6 *Signage* – Cllr Banbrook to update.
6. **Items for decision and allocation of resources if necessary.**
  - 6.1 **Earmarked reserves for 2018/19** – to follow
  - 6.2 **General Data Protection Regulation** - attached
  - 6.3 **Stubbs Wood** – attached
  - 6.4 **Community Land Use project** - attached
  - 6.5 **Sundridge Village Hall** – attached
  - 6.6 **Celebration of the Royal Wedding** – Cllr Banbrook
  - 6.7 **To adopt the Planning Committee meeting minutes of 5 February 2018** - attached
  - 6.8 **To approve/note items payable and paid** – to follow
- 7.0 **Items for report**
  - 7.1 **Amenities**
    - 7.1.1 **To note the items in the Clerk’s Report** – to follow
  - 7.2 **Finance**
    - 7.2.1 **To note expenditure to date** – to follow
    - 7.2.2 **To note the Finance Committee meeting dates for 2018** – to follow
    - 7.2.3 **To note the minutes of the Finance Committee held on 8 January 2018** - attached
  - 7.3 **Outside Bodies**
    - 7.4.1 **To note any reports from outside bodies.**
- 8.0 **Items for noting**
  - 8.1 **Correspondence**
    - 8.1.1 **To note correspondence** - attached
    - 8.1.2 **To note email correspondence on the M25 slip road** - attached
9. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman’s discretion.
10. **Date of next meeting**  
**Monday 19 March 2018 at Ide Hill Village Hall**

## AGENDA ITEM 3.0

Sundridge with Ide Hill Parish Council  
Minutes of Full Council Meeting  
Monday 15 January 2018, 7.00 pm Ide Hill Village Hall

**Present:** Councillors Baker, Banbrook, Buys, Denbigh (in part), Evans (Chair), Hughes, Jones, Powell and Lovegrove

**Apologies:** Cllrs Jones

**Attendance:** Amanda Barlow (Clerk) and 3 members of the public

7. To receive apologies and reasons for absence.  
*Apologies were received and accepted from Cllr Jones. Apologies were received from Cllr Meldan at the start of the meeting and not accepted.*
8. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*None.*
9. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 20 November 2017.  
***The minutes were signed as a true and accurate record.***
10. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
  - 7.1 *Christmas trees were purchased and new lights.*
  - 7.2 *Sundridge Project – update at 8.3*
  - 7.3 *Sundridge & Brasted Social Club – Clerk to get papers and arrange for signing of lease.*
  - 7.4 *Disabled space to be completed when posts repaired. New quote for floors on Agenda at 7.4 Heating timer fitted.*
  - 7.7 *Bank accounts discussed at the Finance Committee meeting.*
11. **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 Chair.  
*Keith McGinn, Club Secretary of Ide Hill Football Club – 100 local children are playing – 9 youth teams and 2 adult teams of which 80% are either local or part of the community. There are massive problems with damage to the Clubhouse caused by vandalism. Keith explained that the Club are considering sending a letter to the village explaining that the damage is being carried out by local children and the Club will prosecute. The Club are putting in CCTV and other security measures. Keith also mentioned that there is a storage issue and gave some options. Members agreed to discuss the issues with the football club at the next meeting. Keith also mentioned that Glebe Field is unusable and the school are now using the recreation ground to play their matches.*
12. To discuss the next actions regarding the Co-option of a Member following the resignation from Andy Edmonds  
***Members resolved that as the notice was not up for the required period it was agreed that the Clerk should ask Sevenoaks District Council to re-issue the notice for an election. (Action: Clerk). Members resolved that that if no one called for an election it was agreed that the Council would move towards co-option.***
13. **Items for decision and allocation of resources if necessary.**
  - 7.1 To discuss and agree the budget for 2018/19  
***Cllr Lovegrove advised that the Finance Committee had met and had agreed to review the budgets with the RFO. Members resolved that the Clerk and RFO should file the accounts with the Charities Commission for Sundridge Village Hall. (Action: Clerk and RFO). Members resolved to put the monies from the Sundridge Recreation Ground account into the main account. Members resolved to adopt the 2018/19 Budget as presented.***
  - 7.2 To discuss and agree the precept for 2018/19  
***Members resolved that the precept should be set at £62,000 for 2018/19. (Action: RFO).***
  - 7.3 To discuss and agree the earmarked reserves for 2018/19

**Members resolved that the earmarked reserves should be deferred to the next meeting. (Action: Cllr Lovegrove and Clerk).**

7.4 To discuss and agree, if appropriate, the next actions with regard to Sundridge Village Hall

**Members resolved to appoint Williams Flooring to polish the floors at Sundridge Village Hall at cost of up to £2,500. (Action: Clerk)**

7.5 To discuss and agree, if appropriate, the next actions with regard to the notice boards

**Members resolved that the Clerk should order two new notice boards from the Parish Notice Board Company at cost of £1,250 for Ide Hill and £1,400 for Sundridge. (Action: Clerk)**

7.6 To discuss and agree, if appropriate, the next actions with regard to the village sign in Sundridge

**Members resolved that Cllr Banbrook should get the sign at the Recreation Ground repaired to a cost of up to £500. Members resolved that Cllr Banbrook should get quotes to repair the Sundridge Village. (Action: Cllr Banbrook).**

7.7 To discuss and agree, if appropriate, the document schedule for meetings

**Members resolved to adopt the new schedule for meeting.**

7.8 To discuss and agree, if appropriate, holding the Council meetings at Sundridge Village Hall in 2018

**Members resolved that the Full Council and Annual Parish meetings should alternate between Ide Hill and Sundridge.**

7.9 To adopt the Planning Committee meeting minutes of 18 December 2017 and 8 January 2018

**Members resolved to adopt the Planning Committee minutes of 18 December 2017 and 8 January 2018.**

7.10 To approve/note items payable and paid

**Members resolved to approve items payable and paid totalling £16,411.44.**

Members resolved

## **8.0 Items for report**

### **8.1 Amenities**

8.1.1 To note the items on the Amenities Report

**Noted.**

8.1.2 To note the minutes of the Amenities Committee meeting held on 10 January 2018

**Noted.**

### **8.2 Finance**

8.2.1 To note the minutes of the Finance Committee held on 8 January 2018

*These minutes will be reviewed at the next meeting.*

8.2.2 To note expenditure to date

**Noted.**

### **8.3 Sundridge Project/Community**

8.3.1 To receive update

*The CLT is up and running and putting forward proposal which is going before the grant committee.*

8.4 Outside Bodies

8.4.1 To note any reports from outside bodies.

*No updates.*

## **9.0 Items for noting**

### **9.1 Correspondence**

9.1.1 To note correspondence.

*Noted.*

**10. Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.

*None.*

## **11. Date of next meeting**

**Monday 19 February 2018 at Sundridge Village Hall**

The meeting closed at 21.22.

## Sundridge with Ide Hill Parish Council Items Payable and Paid

Cheque Payments up to 15th January, 2018

Cheque No	Payee	Details	Total Payable £	VAT £	Basic Amount £	Co A
613	Scottish Power	Back Payments	2,773.12	-	2,773.12	
614	John Banbrook	Christmas festivities (replacemnt cheque 607)	859.09	-	859.09	
615	G Barlow	Mrs A Barlow clerk Salary	898.05	-	898.05	
616	Mrs F Hensher	RFO Salary	163.78	0	163.78	
617	Roni Lovegrove	Christmas Tree repayment	331.38	-	331.38	
618	Ide Hill Village Hall Management committee	Hire of Hall	20.00	0	20.00	
619	KALC	Training course for clerk	36.00	-	36.00	
622	Kent County Council	Subscriptions	316.90	-	316.90	
623	Eon	Sundridge Village hall??	11.05	-	11.05	
624	Sutcliff Play	Ide hill Playground	2,424.77	404.30	2,021.47	
625	NBC	Sundridge Village hall cleaning	210.00	-	210.00	
626	D.A.H Plumbing & Heating inv.665	Thermostate Village Hall	185.00			
627	Edward Tyrrells inv 23976	Playground Fencing	1,872.00	312.00	1,560.00	
628	Castle Water	Sundridge Village Hall	110.49	-	110.49	
629	Mrs a Barlow	Clerks expenses	135.81	-	135.81	
630	Mrs F Hensher	RFO Expenses	66.70		66.70	
631	Boyd Sport & play Ltd	Adult Equipment Installation	2,136.00	356.00	1,780.00	
633	Boyd Sport & play Ltd	Adult Equipment Installation	1,800.00	300.00	1,500.00	
634	Commercial services	Ground Maintanance	1,989.00	331.50	1,657.50	
635	street lighting	repairs	72.30	12.05	60.25	
			16,411.44	716.30	14,511.59	
				-		

## Correspondence –November 20 2017 to January 15 2018

### Correspondence

1. SDSAF Newsletter 29 November 2017
2. KCC- SOWN - 4.12.17 - New Road, Sundridge, Sevenoaks - Pre Patch – sent to all Cllrs
3. KCC – Community Transport grant application form enclosed
4. KALC - NALC News Release - Transparency Fund for smaller authorities - Two Years On
5. KCC -SOWN – 11-12-17 - Sundridge Lane / Sundridge Hill, Knockholt – Sundridge with Ide Hill, Sevenoaks – Pre-Patch – sent to all Cllrs
6. KALC - NALC Chief Executive's Bulletin 43 - 1 December 2017
7. KCC - Re: ENCTS Renewals March 2018
8. KALC PARISH NEWS – DECEMBER
9. Kent Tree and Pond Partnership - Kent Tree Wardens and Kent Pond Wardens
10. 2017 KALC AGM - Draft Minutes
11. KALC - Lord-Lieutenant of Kent's Civic Service – sent to Chair
12. HWCAAG Clerk- FW: HWCAAG response to consultation
13. Sevenoaks KALC - KALC 1 Dec 2017 and beyond
14. KCC - Temporary Road Closure – Coles Lane, Brasted – from 29 January 2018 for up to 1 month – sent to all Cllrs
15. KALC - GDPR - new NALC legal briefing on the Data Protection Officer
16. KALC - Kent Minerals and Waste Local Plan (KMWLP) 2013-30 Consultation
17. KALC - Winter Events Schedule Now Available for Booking
18. KCC - SoWN - 15-01-18 - Combe Bank Road, Sundridge with Ide Hill, Sevenoaks- sent to all Cllrs
19. KALC - Community Policing Volunteer (CPV) New role
20. KALC - NALC Chief Executive's Bulletin 1 - 5 January 2018
21. KALC - Update to KCC Household Waste Recycling Centre Policies
22. KALC - Kent Police - Rural Liaison Team Report
23. KALC - DfT consultation - Proposals for the Creation of a Major Road Network
24. KCC - December monthly bus updates enclosed
25. KALC - KALC Community Awards Scheme 2018
26. KALC - Event Announcement: Governance, Procedures and Transparency Conference, 08 February 2018
27. KCC - Combe Bank Drive surface reconstruction works – sent to all Cllrs
28. SES - Water resources update January 2018

## **General Data Protection Regulation (GDPR)**

### **1. Background**

On 25 May 2018 the 2016 EU Directive known as the GDPR takes effect. This will replace the current EU Data Protection Directive. The Government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR in 2018.

Many of the GDPR's principles are the same as those in the 1998 Act. However GDPR imposes new obligations on data controllers and data processors and provides enhanced rights for individuals.

The Clerk attended a training session run by KALC. (Kent Association of Local Councils). KALC have provided slides from the course and other information from third parties and these are available on request.

The main actions that the Parish Council will immediately need to consider/act on are as follows:

1. Appoint a DPO – this will have a cost implication as the Parish Council will need to appoint an outside organisation.
2. As a matter of urgency – The Clerk and RFO need to update the Parish laptops to Windows 10 and run Defender. The laptops should also have an encryption key put on the laptops.
3. The Parish Council should set up a GDPR Committee/Working Party – and the recommendation is that it comprised 3 Councillors.
4. A Privacy Policy will need to be implemented and this will be included in the new policy schedules.
5. The Clerk and RFO will have to review the files held on site (paper) and on computer (electronic).
6. All Staff and Cllrs need to be using a parish email address (this is to protect themselves more than anything else).
7. The Council should look at implementing a strict policy of Cllrs not replying to members of the Public – all communications should be sent to and from the Clerk/RFO – as they will have the proper encryption etc it means that data is protected.

## **2. Recommendation for the Full Council Meeting**

The Clerk would recommend that:

1. The Committee agree to allocate resources to cover the cost of updating the Clerk and RFO's laptops.

Attached is a quote from Arron.

2. The Committee agree for the Clerk/RFO to seek quotes from external bodies to appoint a DPO.

3. The Committee set up or agree for the Full Council to appoint a 3 member DPO Working Party to review the GDPR and its implications including reviewing and implementing policies relating to data.

4. The Committee agree for the Clerk/RFO to review all data held electronically and in paper over a period up to 25 May 2018.

## **3. Additional Information**

Please contact the Clerk if you would like further information.





Unit 1  
Clinton Business Centre  
Lodge Road  
Staplehurst  
Kent  
TN12 0QF

Reference: **Upgrade Windows 10 Systems**

Contact ID: 32,020

Sundridge With Ide Hill Parish Council

11 Clover Way  
Paddock Wood  
Kent  
TN12 6BQ

Page 1  
Your ref. Amanda Barlow  
Our ref. Jack Duke  
Project  
Department  
Delivery method Mail package  
Terms of delivery Recipient pays freight charges  
Terms of payment Cash on delivery  
Currency GBP

Product ID	Description	No.	Unit Price	Discount	Total
100040	Upgrade Windows 10 Systems To Enable Bitlocker Encryption Install Windows 10 Professional Licences On Amanda & Fiona Laptop Enable Microsoft Bit Locker Encryptions Create Bit Locker Encryption Passwords Backup Encryption Key To Sundridge Parish Microsoft Account Re-Configure & Test	1	0.00	0%	0.00
100002	Labour Charge ( 2 Laptops)	3	45.00	0%	135.00
100016	Supply Windows 10 64Bit Professional Licence	2	140.00	0%	280.00

Environmental tax	Discount	Net	VAT	Total
0.00	0.00	415.00	83.00	498.00



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Arron Services Limited - Registered in England and Wales No 4840897

VAT Registration Number 770 4063 45

## AGENDA ITEM 6.3

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**From:** DONALD BAKER <baker747@btinternet.com>

**Sent:** 15 February 2018 10:13

**To:** pc.swih@hotmail.com

**Cc:** richard.don1@btinternet.com; cgtew@btinternet.com; stephen.palmer@iafpd.com; roni.lovegrove@btinternet.com; caroline.lingham@btinternet.com; graham.hughes@mail.com

**Subject:** Stubbs Wood Management Plan Meeting Notes from 8th February

Hi Amanda

I forward the excellent meeting notes taken by Clive Witton at our Stubbs Wood Management Committee Meeting on the 8th February for circulation in advance of the Parish Council Meeting on Monday.

The Parish Council need to be aware that:

1) A Public Consultation has been arranged for the morning of the 10th March in the New Scout Hut at Ide Hill Recreation Ground. Julian Miller will be speaking to his draft Management Plan for the management of Stubbs Wood and will be charging £260+VAT for his attendance. The PC will need to arrange posters advertising the event, website, display boards for the plans, seating, and refreshments.

2) A further tree survey has been agreed by the committee to be undertaken on an annual basis to protect the PC from negligence claims from falling trees along the roadside and maintained pathways edges and this will be undertaken at an annual cost of £780+VAT indexed linked to CPI for future years.

These activities will be completed and invoice by the 31st March 2018.

PS: The Scout Hut is being used for this event due to pre - bookings at the Village Hall on the 10th and 17th March.

Thanks

Don.

## **Meeting notes Stubbs Wood committee with Miller Land Management**

**8<sup>th</sup> February 2018**

### **Attendees:**

Julian Miller – Miller Land Management (MLM)

Don Baker

Graham Hughes

Richard Don

Clive Witton

### **Distribution:**

all present plus:

Roni Lovegrove

Caroline Lingham

Stephen Palmer

**Subject – Update and review meeting on the progress of the Woodland Management Plan**

### **Item No.**

#### **1. The basis for the preparation of the Woodland Management Plan (WMP)**

MLM confirmed that, as the basis, they are using the draft document that was included with the Request for Quotation (RFQ); that document outlined the aims and aspirations for the woods, MLM has revised and upgraded the biodiversity elements as it was somewhat focussed on access and amenity.

MLM asked for guidance as to how we intend to manage our responsibilities for items such as:

- i. the use of contractors and volunteers to undertake work
- ii. the prioritisation of work in the wood's compartments
- iii. safety – what we must do as opposed to what we'd like to do

The committee provided responses to these points which MLM will include in the report, further detail is contained in the remainder of these meeting notes.

The WMP will also contain description of the intentions for such areas as:

- i. the car park re-surfacing and a new barrier
- ii. the provision of a new notice board
- iii. the provision of new rubbish bins
- iv. the provision of a new picnic area and picnic tables
- v. the provision of new benches at of the view points

It is necessary to include such generic detail in the WMP so that, when it is approved, we'll be able to proceed without the need to re-apply for further separate licences.

- i. After a general discussion it was concluded that, from the proposed Open Consultation (see item 4) the committee would seek volunteers for work where they can be safely and effectively deployed; this would have the benefits including engaging with the community and gaining their direct involvement.

Alternatively, where such work requires it, the committee shall issue a properly constructed RFQ and seek bids from qualified contractors for work e.g. coppicing. Where it is viable, we shall also seek the contractor's support for clearance to restore the view points; it might be possible to fund the latter activity as part of the contract, this strategy will be explored with the bidders at the appropriate time.

- ii. Prioritisation of the work will be based on the recommendations in the WMP, these will reflect the safety, amenity and arboreal aspects.

Review and agreement of the priority order will form part of the committee's review of the draft WMP. The prioritisation will be by compartment area or, to suit a wide-ranging activity, for example coppicing, where it is sensible to mobilise equipment only once.

- iii. The survey work for the WMP will include a review by MLM of the prior Safety Report which is now circa 2/3 years old. The findings will be included in the WMP, the committee recognised that this may involve an extra cost to MLM which would be duly invoiced

In terms of its scope, the Tree Safety Survey will concentrate on the most-used footpaths and external access roads. The paths shown on the existing map in the car park are the basis for this but, the survey will also include all footpaths which are obviously heavily-used as well as all formally identified public footpaths.

In contemplating the ongoing need for annual surveys, MLM will provide a quotation for an annual survey for the next 5 year period. The quoted price will be index-linked for inflation; this will avoid the need to re-bid each year.

## **2. Access to the Stubbs Wood business via Henden Manor's SBI number.**

MLM confirmed that, following an exchange of details, Julian Miller is now registered and operating as our agent and has already applied on behalf of the committee for the grant for the Woodland Management Plan and, contacted Natural England to establish their consideration of the implications of the site's SSSI rating.

## **3. Review of the initial survey work and the mapping phase to date**

MLM presented an extensive set of maps that are in preparation to cover the features and requirements for the management of the woods. These appeared to be well-developed and will form a significant element of the final report.

MLM has, as part of its mapping, taken the opportunity of re-numbering and re-defining the compartments in the woods. At the meeting (having just come into possession of the old maps copies of which were handed over at the meeting) it was concluded that we should now move ahead with the new set of maps that are integrated with the new WMP since, in trying to tie in the various old maps and reports some of which contradictory each other in the specifics, it would be better to start afresh. The new maps will be a part of the new WMP.

Copies of the maps at their current status can be found via this link

<https://www.dropbox.com/sh/t777mxvolw5c3m5/AACLyKGqJYzABqhszwE-2kDVa?dl=0> but it I believe it will cease to be available at some stage so readers should download them promptly.

## **4. Revised schedule to issue of the draft Management Plan**

A general discussion around the timing of future events ensued and it was agreed that the schedule would be as shown below.

It was also concluded that there would be considerable benefits in having a Consultation Meeting for local residents to attend, probably to be held in the Village Hall [Don will advise on the available dates but 10<sup>th</sup> March was proposed].

At that consultation we shall be able to explain the necessity for and the make-up of the Woodland Management Plan, describe the timing for the work and our desire for local involvement; Julian will attend as our expert to provide explanations and technical and statutory definition where it is required.



**From:** DONALD BAKER <baker747@btinternet.com>

**Sent:** 15 February 2018 10:13

**To:** pc.swih@hotmail.com

**Cc:** richard.don1@btinternet.com; cgtew@btinternet.com; stephen.palmer@iafpd.com; roni.lovegrove@btinternet.com; caroline.lingham@btinternet.com; graham.hughes@mail.com

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- v. Prioritisation of the work will be based on the recommendations in the WMP, these will reflect the safety, amenity and arboreal aspects.

Review and agreement of the priority order will form part of the committee's review of the draft WMP. The prioritisation will be by compartment area or, to suit a wide-ranging activity, for example coppicing, where it is sensible to mobilise equipment only once.

- vi. The survey work for the WMP will include a review by MLM of the prior Safety Report which is now circa 2/3 years old. The findings will be included in the WMP, the committee recognised that this may involve an extra cost to MLM which would be duly invoiced

In terms of its scope, the Tree Safety Survey will concentrate on the most-used footpaths and external access roads. The paths shown on the existing map in the car park are the basis for this but, the survey will also include all footpaths which are obviously heavily-used as well as all formally identified public footpaths.

In contemplating the ongoing need for annual surveys, MLM will provide a quotation for an annual survey for the next 5 year period. The quoted price will be index-linked for inflation; this will avoid the need to re-bid each year.

## **8. Access to the Stubbs Wood business via Henden Manor's SBI number.**

MLM confirmed that, following an exchange of details, Julian Miller is now registered and operating as our agent and has already applied on behalf of the committee for the grant for the Woodland Management Plan and, contacted Natural England to establish their consideration of the implications of the site's SSSI rating.

## **9. Review of the initial survey work and the mapping phase to date**

MLM presented an extensive set of maps that are in preparation to cover the features and requirements for the management of the woods. These appeared to be well-developed and will form a significant element of the final report.

MLM has, as part of its mapping, taken the opportunity of re-numbering and re-defining the compartments in the woods. At the meeting (having just come into possession of the old maps copies of which were handed over at the meeting) it was concluded that we should now move ahead with the new set of maps that are integrated with the new WMP since, in trying to tie in the various old maps and reports some of which contradictory each other in the specifics, it would be better to start afresh. The new maps will be a part of the new WMP.

Copies of the maps at their current status can be found via this link

<https://www.dropbox.com/sh/t777mxvolw5c3m5/AACLyKGqJYzABqhszwE-2kDVa?dl=0> but it I believe it will cease to be available at some stage so readers should download them promptly.

## **10. Revised schedule to issue of the draft Management Plan**

A general discussion around the timing of future events ensued and it was agreed that the schedule would be as shown below.

It was also concluded that there would be considerable benefits in having a Consultation Meeting for local residents to attend, probably to be held in the Village Hall [Don will advise on the available dates but 10<sup>th</sup> March was proposed].

At that consultation we shall be able to explain the necessity for and the make-up of the Woodland Management Plan, describe the timing for the work and our desire for local involvement; Julian will attend as our expert to provide explanations and technical and statutory definition where it is required.



## AGENDA ITEM 6.4

Agenda Item 6.4

**Meeting is now confirmed for Friday 16 March 2018 at 4 pm for approx an hour and a half . All PC,s welcome.** At present attendees are :

Robert Piper Wendy Fallon Ken Ludlam Julian and Fiona Parkin Paul Jebson Duncan Parr and Cllr Evans

There are 2 technical advisers coming Lorraine Hart and Tessa O,Sullivan and Cllr Evans is showing them village at 2.30 .pm

----- Original message -----

From: Lorraine Hart <lorraine@communitylanduse.org>

Date: 07/02/2018 11:24 (GMT+00:00)

To: jaandplevans <jaandplevans@yahoo.co.uk>

Cc: tessa o'sullivan <tessa.osullivan@ruralkent.org.uk>

Subject: Re: Village plan for Sundridge ,Kent

Dear John

Your little package finally arrived yesterday so I now have a bit of an idea about the ambition of your plans.

To do the scoping I would like to come to meet with you and some of your Sundridge Regeneration Group to discuss the project and also to quickly visit the sites. [I could do site visits in the daytime and we could meet in the evening - whichever is most convenient for you and local venue availability.](#)

How would you and your colleagues be fixed to do this in the week beginning March 12th? Currently I can do most times that week except Tuesday 13th and the afternoon evening of 15th.

We will also be joined by Tessa O'Sullivan who is a housing enabler in Kent - I like, when it is possible, to keep a local supporter in the loop who can join you up to people with similar ambitions. [In fact she tells me you have enrolled on to an event she is organizing on 9th March so you meet her then.](#)

I look forward to hearing from you

Lorraine Hart

Lorraine Hart  
Director  
Community Land Use  
1 Greenbank  
London E1W 2PA

[www.communitylanduse.org](http://www.communitylanduse.org)

07971 185594

## Agenda Item 6.5

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**From:** John Banbrook <john.banbrook@bristolstreet.co.uk>

**Sent:** 16 February 2018 07:19

**To:** 'Amanda Barlow'; 'Ann Powell'; baker747@btinternet.com; 'Graham Hughes'; 'John Banbrook 2'; 'John Evans'; 'Mike Denbigh'; 'NEIL MELDEN'; 'Roni Lovegrove'; 'Stephan Buys'; 'Trevor Jones'; 'Fiona Hensher'

**Subject:** Site person for Sundridge Village Hall

Hi All

My proposal I would like to be considered on Monday is for a site person for the Sundridge village hall, I find myself with other residents taking on routine maintenance of the site when it becomes desperate, whilst I don't mind helping I feel the hall needs a preventative approach so I am proposing the following.

Approval for a site maintenance person to clear the forecourt / rear car park and any minor internal and external issues.

1 hr / month, more on request if needed

£20/ hr

Responsible to a member of the hall committee or PC

I do have a person to fill this role who was once a resident of Sundridge making the above is achievable.

Regards

John

**John Banbrook**

AGENDA ITEM 6.7

PARISH COUNCIL OF  
SUNDRIDGE WITH  
IDE HILL

11 Clover Way  
Paddock Wood, Kent TN12 6BQ

AMANDA BARLOW  
Clerk to the Council

Telephone: 07495 962372  
email: pc.swih@hotmail.com

**Minutes of the meeting** of the Planning Committee held in the **VILLAGE HALL, SUNDRIDGE** at **7.00p.m** on **Monday 5 February 2018**

Attendees: Cllrs Jones (chair), Evans, Denbigh and Powell.

Apologies for absence were received from Cllr. Lovegrove

No members of the committee declared any material interest regarding matters to be discussed at the meeting.

The business of the Committee was taken in the following order:

- 1. Minutes of the last planning meeting were agreed.**
- 2. There were no Matters arising from previous minutes.**
- 3. No members of the public were in attendance at the meeting.**
- 4. The following planning applications were considered and the following comments made:**

**SE/18/00098/HOUSE** re: 1 Eastwood Cottages, Yorks Hill, TN14 6LH - Replacement garden shed

The PC has no objections to the proposal,

**SE/17/03325/HOUSE** re: 10 Greystone Park, TN14 6EB – Erection of garden building

The PC has no objections to the proposal,

**SE/18/00203/HOUSE** re: Cox's Fields, Ide Hill, TN14 6JY – New and enlarged windows and flue

The PC has no objections to the proposal,

**SE/18/00310/FUL** re: Radnor House School, TN14 6AE – Installation of new sports pitch

The PC has no objections to the proposal,

**SE/18/00130/LBCALT** re: Oveny Green Farm, TN14 6AH –Reinforcement of timber beam

The PC has no objections to the proposal,

**SE/18/00310/FUL** re: Radnor House School, TN14 6AE – New sports pavilion and revised parking

The PC has no objections to the proposal,

**SE/18/00314/HOUSE** re: 1 Eastwood Cottages, Yorks Hill, TN14 6LH – Installation of dormer window

The PC has no objections to the proposal,



**SE/18/00263/FUL** re: The Gate House 40 Church Road TN14 6EA – Incorporation of land to residence

The PC has no objections to the proposal,

**5. No appeals were reported for consideration.**

**6 No Applications were reported as Granted, Refused or Withdrawn by District Council.**

**7 No Licence Applications were reported.**

**8 No Tree Preservation Orders were reported.**

**9 SE/18/00196/WCTA** re: Deansfield Ide Hill, TN14 6DG

The proposal to remove one Cedar tree was noted with no comment

**10 There was no correspondence to review.**

**11 Any other Business.**

A discussion arose about the continuing action by certain Parish Councils and interest groups to encourage residents in Sevenoaks and surrounding areas to pressurise the Government and Department of Transport, in the forthcoming Road Investment Strategy and Major Road Network consultations to reincarnate the previously discarded proposals for the construction of slip roads to the M25, M26 and A21 at Sevenoaks.

The Parish Council remains to be convinced that such proposals would not be to the detriment of the interests of the residents of Sevenoaks and in particular the parishes in the direct vicinity of the possible location of the slip roads as information now being published appears to be solely that commissioned by the interest groups and not therefore wholly independent and without bias.

**12 . The date of next meeting:** To be scheduled for February 26 2018 if there arise any matters for the Planning Committee to consider.

## AGENDA ITEM 6.8

Cheque No	Payee	Details	Total Payable	VAT	Basic Amount
			£	£	£
638	Vision ICT	Website	1,026.00	171.00	855.00
640	Clerk Course KALC	Training course for clerk	72.00	12.00	60.00
641	street lighting	Repairs Column 7	1380.00	230.00	1150.00
643	N.B.C	Sundridge Hall Cleaning	330.00	-	330.00
644	Rait Leisure LTD	Sundridge Recreation Ground	86.40	14.4	72.00
645	D.A.H Plumbing & Heating inv.665	Sundridge Village Hall boiler maintainance	175.00	-	175.00
646	EDF Energy	Sundridge recreation ground	113.23	-	113.23
647	KCS	photocopying	69.72	11.62	58.10
648	KCS	Photocopying	247.18	41.20	205.98
649	Sutcliff Play	replacement cheque	8,550.96	1,425.16	7,125.80
650	Sutcliff Play	Invoice 109818	15,174.71	2,529.12	12,645.59
651	KALC	GDPR	36.00	-	36.00
655	Mrs A Barlow	Clerks Expenses	105.64	-	105.64
659	Mrs A Barlow	Clerks Salary	922.96	-	922.96
657	Mrs F Hensher	RFO Salary	368.19	-	368.16
658	Mrs F Hensher	RFO Expenses	79.50	-	79.50
660	Mrs A Barlow	Clerks Expenses	15.10	-	15.10
661	Sevenoaks District Council	Quartely charge	851.76	-	851.76
662	Calor Gas	Sundridge Recreation	12.58	0.60	11.98
		Total	29,616.93	4,435.10	25,181.80

## AGENDA ITEM 7.1.1

### Clerk's Report for February 2018

#### 1.0 Councillor Vacancy

As agreed at the last meeting the Clerk has asked SDC to reproduce the notice regarding an election.

#### 2. Village Hall

##### 2.1 Work Completed to date:

Painting and Decorating of Main Hall, Small Hall, Entrance Hall and toilets completed.

Gas heaters have been removed and the walls plastered and decorated.

Furniture in in hall = 7 folding walnut tables and 1 trolley for the tables

30 Black folding chairs with black cushions

Painting and Decorating of Hall	£3,650.00
Removal of Gas Heaters	£210.00
Repair of Walls (following removal of gas heaters)	£95.00
Furniture	£1,741.70
Painting and decorating of toilets	£1,350.00
Deep clean of kitchen	£ 200.00
Total Costs:	£7,246.70

2.2 Floors – the Full Council agreed to have the floor cleaned and polished at the last Council meeting at a cost of up to £2.5k, Williams Flooring are doing an exact quote (as the previous was an estimate) and providing this is within the £2.5k the work will be done over the Easter holidays.

2.3 Chain at front of hall – Cllr Evans to update- Members agreed a spend of

2.4 Windows – the windows are being cleaned after the kitchen deep clean has been completed.

2.5 Gas Bill

Agreement to pay £2773.12 – cheque has been sent

#### 2.6 Hirers

There is now a new permanent hirer at the Hall on Sundays. The regular bookings are as follows:

Monday – Puppy School – 2 hours plus some additional hours

Tuesday – Dance School – 1.45 hours

Wednesday Puppy School – 2 hours

Thursday – free

Friday – Dance School – 2.45 hours

Saturday – Dance School- 5 hours

Sunday – Rachelle Sloan (Fitness) – 4 hours

There are also casual hirers throughout the week.

#### 3.0 Sundridge Recreation Ground

##### 3.1 Security measures

Clerk to instructed work to go ahead at a cost of £1,100.

3.2 Decorating of outside of building to be done once security measures completed. Cost for redecoration already approve at £2,450.

##### 3.3 Tesco's funding

Funds applied for:

Landscaping and cultivation £1500

Wildflower planting £800

Tree planting £800

Tree surgery £550

Goalposts £2000

Exercise area for elderly £2000

Fencing £500

Current Expenditure

Goal posts	£816.00
Installation of goal posts	£400.00
Landscaping/wildflower	£
Fencing/Signage	£1,500.00
Adult play equipment	<u>£2,060.00</u>
	£ (£8K from Tesco's)

Installation of play equipment £1,780.00 (funded by Parish Council)

**4.0 Sundridge & Brasted Social Club**

Clerk has send the Club an email requesting sight of the documents and the aim will be to close this issue in March 2018.

**5.0 Notice Boards**

The Clerk has ordered 2 notice boards as agreed at the January Full Council meeting.

**6.0 Coronation Garden Rose**

Cllr Evans has fenced the rose in the garden.

**7.0 Stubbs Wood**

Stubbs Wood on Agenda – paper attached.

8.0 GDPR – paper attached

9.0 Finance – report to follow

Correspondence –January 18 to February 18 2018

1. KALC - Community Policing Volunteer - recruitment now live.
2. KALC - 200 more Police Officers and investment in 101 - funding statement for 2018/9
3. KALC - Kent Community Speedwatch. – sent to Cllr Hughes and Evans
4. KALC - NALC Chief Executive's Bulletin 2 - 12 January 2018
5. KentCAN-Kent In Brief
6. Edenbridge Town Council - agenda - Eden Valley Tourism Forum 24 January
7. KALC - Kent Carers Matter
8. KALC - NALC Chief Executive's Bulletin 3 - 19 January 2018
9. Emergency Road Closure - Yorks Hill, Sundridge - 30 January 2018 (Sevenoaks) – sent to all Cllrs
10. KALC - BATTLE'S OVER - A NATION'S TRIBUTE 11TH NOVEMBER 2018
11. Temporary Road Closure – Chart Lane, Brasted – from 26 February 2018 for up to 8 working days – sent to all Cllrs
12. KALC - Flood Warden training - 12 March 2018 - Addington, West Malling
13. KentCAN - Stronger Kent Community Fairs
14. KALC - Local Government ethical standards - Stakeholder Consultation - deadline 5pm on 18 May
15. KALC - IMPORTANT - 2018 KALC Membership Survey - deadline Thursday 29 March 2018 – Clerk & Chair to complete survey
16. Kent Police: online crime reporting
17. KALC - Parishes in Bloom
18. Emergency Road Closure - Sundridge Road, Ide Hill - 13 February 2018 (Sevenoaks) – sent to all Cllrs
19. KentCAN - Cross Sector Networking Event, 27th March
20. KALC - Beware of Bogus Council Officers
21. KALC - Guidance on local government investments
22. Kent In Brief - Complimentary Edition
23. KCC - Kent Mineral Site Options Evidence Addendum
24. Jenny Cowan – Westerham Group – sent to Cllr Jones

## AGENDA ITEM 8.1.2

Correspondence regarding M25 slip road

----- Original message -----

**From:** John Evans <jaandplevans@yahoo.co.uk>

**Date:** 02/02/2018 22:07 (GMT+00:00)

**To:** sevenoaks.community@kentlive.news

**Subject:** Article regarding Junction 5 slip , Chronicle Feb 1st 2018

I am writing in response to the above article .

I take exception to the fact that Cllr Mike Taylor should stoop so low as to use Sir Michael Fallon 's indiscretion against him in this debate , by saying that the timing for a renewed campaign in favour of a new slip at Junction 5 of the M25 should be right " due to Sir Michael having been slightly discredited ." Further , no doubt , he had some say in the dialogue of the J5 slips website , where it states " Sir Michael 's wandering hands have made him into a discredited back bencher " .

What relevance a person's momentary lack of judgement has to do with such an important local issue , I am at a loss to comprehend .

Sir Michael , by his stance on a new slip , is representing the opinions of a great many of his constituents

What may be of some benefit to villages to the north and east of the proposed slip , will bring misery to to villages to the south and west , and also to Sevenoaks .

It would vastly increase the amount of traffic on inadequate roads in ours and many neighbouring parishes , cause increased congestion on the A25 , and blight the countryside of Chevening and Sundridge .

Any vehicles accessing points west of the A21 and east of the A22 would naturally use shortcuts through Sundridge , Brasted , and Westerham via the A25 . Also , vehicles heading south east of Sevenoaks will use the A25 through Riverhead .

I would strongly advise Cllr Taylor to keep his snidey comments to himself , stick to representing Tonbridge and Malling , and approach this issue in a unbiased and democratic manner .

Cllr John Evans .

**From:** Mike Taylor <mike.truck@btconnect.com>

**Sent:** 09 February 2018 10:15

**To:** pc.swih@hotmail.com

**Subject:** M25 Slip Roads

Dear Clerk,

I would be grateful if you could forward this to the Chairman, John Evans.

Dear John,

Your letter and comments in the Chronicle noted. Unfortunately its failure to cite any facts allowed it to pale into insignificance compared with the calm and reasoned logic in Cllr Włodarczyk 's letter, a most useful juxtaposition.

Firstly, if one has a position in public life it is better to remain above reproach, because your opposition will always seek to benefit from any failings, a fact that I am personally aware of.

Mr Fallon's "indiscretion" has been widely reported, but was given far more weight than mere rumour because of his removal/resignation from Cabinet.

Secondly, and far more important, is that we believe that Mr Fallon has promoted the views of a minority of people who might be affected by new slip roads, and ignored the views of what could be the majority even in Sevenoaks itself.

He is of course entitled to his opinion, as are those who object to the M25 Slip roads, but it is based on supposition, rumour and scaremongering, not facts, because those facts do not exist.

I called on Mr Fallon many years ago, repeated recently, to use his influence to have a Traffic Assessment carried out, then everyone would have the facts on which to base an informed decision. The fact that he

hasn't indicates that he believes as we do that a TA would confirm the overwhelming need for those slip roads.

Whilst admittedly not a fact, it is quite clear that moving through traffic to the M26 would generate huge benefits for anyone living east of Riverhead. Reducing that traffic would have knock-on benefits to the whole of Sevenoaks. It may well be that those west of Riverhead would see alterations in traffic flow, but that may just be reversals, there is no reason to expect an increase in traffic over and above national traffic increases. There will also be benefits to villages such as your own in being able to access Maidstone, Medway and the Channel ports without coming through all our villages as you do now.

As for the impact on rural communities, it seems quite likely that the slips could be completely contained within the footprint of the existing junction.

Yours Sincerely,

Mike Taylor

Chairman, Borough Green Parish Council

TMBC Ward Member Borough Green & Longmill