

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

PARISH COUNCIL OF
SUNDRIDGE WITH
IDE HILL

Telephone: 07495 962372

email: pc.swih@hotmail.com

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, IDE HILL** commencing at **7.00p.m. on Monday 19 March 2018** to transact the undermentioned business.

Clerk *Ananda Barua* 14 March 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 19 February 2018
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5. 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.
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.
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
 - 7.2 To discuss and agree, if appropriate, the next actions with regard to the vacancy on the Parish Council
 - 7.3 To discuss and agree, if appropriate, the next actions with regard to Stubbs Wood
 - 7.4 To discuss and agree, if appropriate, the next actions regarding Sundridge Village Hall
 - 7.5 To discuss and agree, if appropriate, the next actions regarding the Sundridge & Brasted Social Club
 - 7.6 To discuss and agree, if appropriate, the next actions regarding Streetlights
 - 7.7 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground
 - 7.8 To discuss and agree, if appropriate, the next actions with regard to traffic at Coronation Gardens and the corner of Combe Bank Drive
 - 7.9 To discuss and agree a response to Planning Application SE/18/00635/FUL
 - 7.10 To discuss and agree a response to Planning Application SE/17/03761/FUL
 - 7.11 To adopt the Planning Committee meeting minutes of 12 March 2018
 - 7.12 To approve/note items payable and paid
 - 7.13 To discuss and agree the hours and pay for the Clerk and Responsible Finance Officer for 2018/19

8.0 Items for report

8.1 Amenities

- 8.1.1 To note the items on the Amenities Report
- 8.1.2 To note the minutes of the Amenities Committee Meeting held on 12 March 2018

8.2 Finance

- 8.2.1 To note expenditure to date
- 8.2.2 To note the Finance Committee meeting dates for 2018
- 8.2.3 To note the minutes of the Finance Committee held on 8 January 2018
- 8.2.4 To note that Members need to advise the RFO regarding Councillors' allowances

8.3 Outside Bodies

- 8.3.1 To note update on the Community Land Trust project
- 8.3.2 To note any reports from outside bodies.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence.

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

11. Date of next meeting

Monday 16 April 2018 at Sundridge Village Hall

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Please find below information to support the Agenda Items for the meeting of the Full Council on Monday March 19th at 7pm at Ide Hill Village Hall

WiFi Code - IHvh6157

1. Apologies received – None to date

3. Minutes of the Parish Council meeting held on 19 February 2018 – attached

4. Matters arising from the Minutes from 15 January 2018

4.5.0 Ide Hill Football Club – see Amenities Committee Minutes

6.2 GDPR – on Agenda at 7.1

6.3 Stubbs Wood Management Plan on Agenda at 7.3

6.4 CLT - see Agenda item 8.3.1

6.5 Sundridge Village Hall – on Agenda at 7.4

6.8 Clerk has instructed James Evans to carry out urgent work at Bowsers Meadow

5. Confidential Items

For clarity, the Members can agree for any items to be Confidential allowing them to ask members of the public to leave the meeting for this item.. The Members can also request the Clerk and RFO to leave the meeting as well. On return to a meeting the Chair or Chair of Finance (if appropriate) should inform the Clerk of the outcome of the discussion. The Clerk can then accurately record the resolution in the minutes.

Agenda Item 7.5

Sundridge & Brasted Social Club – letter should remain confidential until the Members have agreed its content.

Agenda Item 7.13

The Clerk and RFO are requesting that item 7.13 be discussed in confidential as it concerns discussions on pay and conditions.

7.1 General Data Protection Regulation

Privacy Policy – attached

Quote to encrypt Clerk and RFO laptop -attached

7.2 Vacancy on the Parish Council - attached

As agreed at the January Full Council Meeting a new notice from SDC regarding a vacancy was posted on both noticeboards. The deadline (15 March) for calling an election has now passed and the Council can now co-opt a new Member. Suggested advertisement attached.

7.3 Stubbs Wood

To approve the management plan – attached.

7.4 Sundridge Village Hall

Amenities Committee recommend that the rate for general hirers is increased to £15 per hour and that a preferential rate be given to regular hirers and community hirers. This rate would be at the discretion of the Clerk/RFO and Amenities Committee.

7.5 Sundridge & Brasted Social Club - CONFIDENTIAL

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Amenities Committee recommend that the Clerk write to the Club agreeing to sign the lease and requesting that the Club confirm they hold certain documents – letter attached.

7.6 Streetlights – attached

7.7 Sundridge Recreation Ground – Cllr Meldan to provide paper

7.8 Traffic at Coronation Gardens and the corner of Combe Bank Drive – Cllr Meldan to provide paper

The following 2 planning applications are on the Agenda as the papers arrived too late for the Planning Committee meeting on 12 March 2018. Please visit SDC's website for full details:

www.sevenoaks.gov.uk/online-applications/

7.9 To discuss and agree a response to Planning Application SE/18/00635/FUL
Penn Farm, Penn, Lane, Ide Hill TN14 6BG

7.10 To discuss and agree a response to Planning Application SE/17/03761/FUL
Warren Farm, Main Road, Sundridge TN14 6EE

7.11 To adopt the Planning Committee meeting minutes of 26 February and 12 March 2018 (not yet approved) - attached

7.12 To approve/note items payable and paid – attached

7.13 To discuss and agree the hours and pay and pension arrangements for the Clerk and Responsible Finance Officer for 2018/19 – to follow - CONFIDENTIAL

8.1 Amenities

8.1.1 Amenities Report - attached

8.1.2 To note the minutes of the Amenities Committee Meeting held on 12 March 2018 – attached
Plus grass cutting quote – please note there is an amendment to be made to the quote for cutting Sundridge Recreation Ground but it is still within the £9k budgeted for grass cutting for 18/19.

8.2 Finance

8.2.1 To note expenditure to date

Expenditure is £142,429.30 to the 29th February 2018

8.2.2 To note the Finance Committee meeting dates for 2018 – 14 May or 4 June 2018

8.2.3 To note the minutes of the Finance Committee held on 8 January 2018 - attached

8.2.4 To note that Members need to advise the RFO regarding Councillors' allowances
Please advise the RFO in confidence whether or not you wish to receive the Members' allowance of £100 – this is only for elected Members.

8.3 Outside Bodies

8.3.1 To note update on the Community Land Trust project

Please visit the website for further information –

www.sundridge-village-plan.org.uk

Notes of the Meeting held on 12 March 2018 - attached

8.3.2 To note any reports from outside bodies.

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence – attached

9.1.2 To note request to use Ide Hill Recreation Ground for Fair.

11. Date of next meeting

Monday 16 April 2018 at Sundridge Village Hall

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 3.0

Sundridge with Ide Hill Parish Council
Minutes of Full Council Meeting
Monday 19 February 2018, 7.00 pm Ide Hill Village Hall

Present: Councillors Banbrook, Buys, Evans (Chair), Hughes and Jones

Apologies: Cllrs Baker, Denbigh, Lovegrove, Powell and Meldan

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

8. To receive apologies and reasons for absence.
Apologies were received and accepted from Cllr Baker, Denbigh, Lovegrove, Powell and Meldan.
9. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
Cllr Evans declared an interest in 6.8.
10. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 15 January 2018.
The minutes were signed as a true and accurate record.
11. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5.0 The Clerk raised the issue over a storage solution for Ide Hill Football Club which was raised at the last meeting. It was agreed that this would be discussed by the Amenities Committee. (Action: Clerk)
12. **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.
None.
13. **Items for decision and allocation of resources if necessary.**
 - 6.1 To discuss and agree the earmarked reserves for 2018/19
Members resolved to agree the earmarked reserves as presented.
 - 6.2 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
Members resolved that a working party comprising Cllr Jones, Cllr Buys and Cllr Hughes with the Clerk would review the Parish Council's data and compliance with GDPR. (Action: Cllr Jones, Buys, Hughes and Clerk)
 - 6.3 To discuss and agree, if appropriate, the next actions with regard to Stubbs Wood
Members resolved to pay £260 + VAT to Julian Miller for his fee for speaking to his draft Management Plan at the public meeting. Members resolved that the tree survey be carried out this year at a cost of £780 + VAT. Cllr Hughes agreed to do a poster and the Clerk will circulate it. (Action: Clerk).
 - 6.4 To discuss and agree, if appropriate, the next actions regarding the Parish Council's involvement in the Community Land Use project.
The Community Land Trust Meeting will take place on Monday 12 March 2018 at 4pm. Members agreed to discuss the matter further after the meeting on 12 March 2018.
 - 6.5 To discuss and agree, if appropriate, the next actions regarding Sundridge Village Hall
Members resolved that Cllr Banbrook to get a quote to carry out maintenance on the Village Hall and the Amenities Committee would review the matter. (Action: Cllr Banbrook)
 - 6.6 To discuss and agree, if appropriate, the next actions regarding the celebration of the Royal Wedding
Members resolved to contribute up to £1,000 towards the costs of the celebration of the Royal Wedding on 19 May 2018.
 - 6.7 To adopt the Planning Committee meeting minutes of 5 February 2018
Members resolved to adopt the minutes of the Planning Committee held on 5 February 2018.
 - 6.8 To approve/note items payable and paid
Members resolved to approve items payable and paid totalling £29,616.83.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Members resolved that the Clerk should appoint James Evans to carry out the work at Bowers Meadow at a cost of £780 plus VAT.

7.0 Items for report

7.1 Amenities

7.1.1 To note the items on the Amenities Report

Noted.

7.2 Finance

7.2.1 To note expenditure to date

Noted.

7.2.2 To note the Finance Committee meeting dates for 2018

It was agreed that the Clerk would set the meeting dates with the Chair of the Finance Committee and the RFO.

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

The minutes will be circulated once the Finance Committee have approved them.

7.3 Outside Bodies

7.4.1 To note any reports from outside bodies.

There was none.

8.0 Items for noting

8.1 Correspondence

8.1.1 To note correspondence.

Noted.

8.1.2 To note email correspondence on M25 slip road

Noted.

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

Cllr Jones advised that he had received a letter via the Clerk from Keep Westerham Green Group and an offer to attend the meeting. The Members agreed to decline to accept the offer but Cllr Jones agreed to contact her to meet them.

*Cllr Banbrook advised that there is streetlight with a hole in it. **Members resolved that the column should be replaced. (Action: Cllr Banbrook)***

10. Date of next meeting

Monday 19 March 2018 at Ide Hill Village Hall

There being no further business the meeting closed at 20.58

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Cheque Payments up to 8th February, 2018					
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	Ralt 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

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

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

Jenny Cowan – Westerham

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.1 GDPR

DRAFT

SUNRIDGE WITH IDE HILL PARISH COUNCIL

POLICY FOR RECEIPT, MANAGEMENT AND STORAGE OF PERSONAL DATA

- 1 No Councillor will retain any information in any form (hard copy or electronic) on any parishioner or correspondent with the PC.
- 2 All correspondence with the PC will be received and responded to solely through the Parish Clerk.
- 3 All correspondence on PC matters received by any Councillor will be passed to the Clerk for processing as above together with any relevant comments.
- 4 Where the Parish Clerk receives and/or needs to respond to any correspondent it may be necessary to refer the matter and obtain advice from a Councillor or Councillors. In such a case the subject matter of the correspondence will be provided, but the details of the correspondent will be retained solely by the Clerk for the purposes of response and following that destroyed after a period of 3 months allowing such time for follow up advice/correspondence.
- 5 The personal details of all Parish Councillors will be held by the Parish Clerk and each Councillor for the purposes of correspondence relating to Parish matters.
- 6 Councillors will solely use the Parish e-mail addresses for the purposes of internal Parish Council correspondence. The use of personal mail addresses will not be permitted.
- 7 All documents received by the PC for advice, information or comment where held by others (e.g. by the District Council) will be considered, then destroyed immediately any consideration, comment or response has been made.
- 8 All decisions, consideration, responses and comments made by the PC will be recorded (in formal minutes where required) and held by the Clerk for the relevant statutory or advisory period, then destroyed.
- 9 All computer equipment owned by the PC and used by the Clerk and Finance Officer will be provided with encryption software and with secured access provision to prevent access and use by unauthorised parties.
- 10 The PC Chairman and Chair of the Finance Committee will be provided with passwords to permit access to the above equipment in case of sickness or inability of the Parish Clerk or Finance Officer to work for any reason, emergency or legal need for access.
- 11 Documents relating to the ownership and management of Parish owned or managed properties and details of all contracts, contractors employed by the PC, volunteers and keyholders of PC properties shall be retained in hard copy in a fire-proof box or safe and locked away.
- 12 The parish Clerk and Chairman of the PC shall hold keys to the above Box or safe.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

- 13 The Parish Clerk shall scan and hold copies of all documents mentioned in item 11 above in the Parish owned computer equipment and in addition saved on a memory stick to be held by the PC chairman.
- 14 The identity of all keyholders of properties owned by the Parish, their contact numbers and addresses, both postal and e-mail, shall be held by the Parish Clerk and PC Chairman in electronic form. All persons on such list shall be asked to provide their written permission for such information to be held by the PC in the form stated and such written permission stored within the manner stated in 11 and 13 above.
- 15 The parish Clerk and Chairman of the PC shall hold keys to all Parish owned properties and keep them in a safe place remote from the parish properties themselves.
- 16 No details of identity, property ownership or other interests, postal and/or electronic addresses of any person other than Councillors shall be held by the PC.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.1



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



sales@arronsupport.co.uk
tech@arronsupport.co.uk



www.arronsupport.co.uk



Tel: 01580 891911
Fax: 07050 695136

Arron Services Limited - Registered in England and Wales No 4840897

VAT Registration Number 770 4063 45

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.2 VACANCY

VACANCY FOR A PARISH COUNCILLORS

Formal notification has been received from Sevenoaks District Council that as no election has been called within the statutory period the Parish Council can now co-opt a new Councillor.

Are you willing to devote some of your time and effort into making YOUR community a better place to live.

Can you commit to attending monthly meetings, are you willing to work as part of a team, liaise with other Parish Councils, Government departments and other organisations representing the people of Sundridge and Ide Hill Parishes.

If you are interested in becoming a parish councillor and would like to know more about the role:

Please contact the Clerk.

Amanda Barlow
Clerk

Sundridge with Ide Hill Parish Council

Telephone: 07495 962372

Email: pc.swih@hotmail.com

<http://www.sundridgewithidehill-pc.gov.uk/>

The deadline for applications is Monday April 9 2018

Sundridge with Ide Hill Parish Council

c/o 11 Clover Way, Paddock Wood, Kent TN12 6BQ

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.3

Management Plan Attached
All maps etc on Website

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.5 – CONFIDENTIAL

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.6

From: john banbrook <john.banbrook@hotmail.co.uk>

Sent: 19 February 2018 12:34

To: pc.swih@hotmail.com

Cc: jaandplevans@yahoo.co.uk

Subject: Fwd: Column 58 Chapmans Road, Sundridge.

Hi Amanda

Could you add this to the next meeting please.

We need approval for a totally new column and light as it has rotted at the base.

Thanks

John

Sent from my iPhone

From: Ken Bonner <ken.bonner@streetlights.co.uk>

Date: 13 February 2018 at 09:26:49 GMT

To: John Banbrook <john.banbrook@hotmail.co.uk>

Subject: Column 58 Chapmans Road, Sundridge.

Morning John,

Please see attached images of column 58 in Chapmans Road.

Rod spotted it whilst attending column 53.

The column will require replacement asap and I would recommend one of our refurbished SRL's for the lantern as there are several others in the same road.

We also have an LED gear tray for these lanterns, which reduces the energy consumption by 69%.

I will get Rod to fit one so that the PC can see it in operation, as the mixture of lamps in the road make it the ideal location.

Our price to supply and install the replacement column and lantern would be £985 + Vat.

I await your further instruction.

Kind regards,

Ken

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018



Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.11

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 26 February 2018**

Attendees: Cllrs Jones (chair), Evans. 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/18/00265/FUL	Change of use of land	56 Chapmans Road, Sundridge TN14 6DS
------------------------	-----------------------	---

The PC has no objections to the proposal,

SE/18/00203/HOUSE	Enlarged window openings	Coxs Fields Ide Hill Road, Ide Hill TN14 6JY
--------------------------	--------------------------	---

The PC has no objections to the proposal,

SE/17/03792/HOUSE	Erection of single storey extension	Old Post Office, Sundridge Road, Ide Hill TN14 6JR
--------------------------	-------------------------------------	---

The PC has no objections to the proposal,

SE/18/00480/HOUSE	Erection of a screen fence on brick footings	The Wagon Lodge, Yorks Hill, Ide Hill TN14 6LG
--------------------------	---	---

The PC has no objections to the proposal,

SE/17/03761/FUL	Demolition of existing structures	Warren Farm, Main Road, Sundridge TN14 6EE
------------------------	-----------------------------------	---

The PC has objects to the proposal on the following grounds:

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

The proposal increases the volume of construction on site by almost 100% and a similar increase in overall floor area.

There will be a detrimental impact on the landscape, trees and public rights of way.

In this AONB, the proposal would result in a material loss of natural amenity and the increase in built form is considered undesirable in such an area.

The proposed development has an almost urban appearance and would be visible particularly from one side which will be detrimental to the natural amenity.

The style of development is suburban in appearance and not in accordance with the character of the area.

The proposed development would be much more prominent and visible within the landscape.

No justification for the loss of the small business units which are in short supply in this area has been made.

The eleven family units are of a size which would be likely to generate additional and more regular traffic entering and exiting the site at high traffic flow periods (e.g. commuting and school times) onto the main A25 in an area where traffic regularly travels at excessive speed past the entrance to the proposed development before encountering the village 30mph speed limit which is often ignored thus increasing accident risk.

5. No appeals were reported for consideration.

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

SE/18/00203/HOUSE - was not valid but withdrawn and re-submitted.

7 No Licence Applications were reported.

8 No Tree Preservation Orders were reported.

9 There were no conservation proposals to review.

10 There was no correspondence to review.

11. Any other Business.

The matter of the re-incarnated pressure by certain PCs and pressure groups to press for further access slip roads onto the M25 was discussed at the previous meeting where it was decided that no further action would be appropriate unless and until a formal proposal is made in this respect by the appropriate authorities.

12 . The date of next meeting: To be scheduled for Monday 12 March 2018 at 6.30 pm if there arise any matters for the Planning Committee to consider.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

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 12 March 2018**

Attendees: Cllrs Jones (chair), Denbigh and Evans

Apologies for absence were received from Cllr. Lovegrove and Powell

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:

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

<u>Reference Number</u>	<u>Development</u>	<u>Location</u>
SE/18/00655/HOUSE	Demolition of existing garage and the erection of two storey side single storey rear extension and single storey front extension	8 Manor Road, Sundridge, TN14 6DL
<i>Objection on the grounds:</i> <ul style="list-style-type: none"><i>The extension is dominant rather than subservient to the original building.</i><i>It adds more considerably more than 50% to the existing property</i><i>It total disproportionate and out of context with the other properties in the road.</i>		
SE/18/00596/FUL	Proposed new barn and silage clamp	Faulkners Hill Farm, Yorks Hill, Ide Hill, TN14 6LG
No Objection.		
SE/18/00626/HOUSE	Demolition of existing garage.	North Lodge, Combe Bank Drive, Sundridge TN14 6AG
No Objection.		

- 5. No appeals were reported for consideration.**
- 6 No Applications were reported as Granted, or Refused by District Council.**
- 7 No Licence Applications were reported.**
- 11 No Tree Preservation Orders were reported.**

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

12 There were no conservation proposals to review.

13 There was no correspondence to review.

11. Any other Business.

12 . The date of next meeting: To be scheduled for Monday 26 March 2018 at 6.30 pm if there arise any matters for the Planning Committee to consider.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.12

Sundridge with Ide Hill Parish Council Items Payable and Paid					
Cheque Payments up to 16th March, 2018					
Cheque No	Payee	Details	Total Payable	VAT	Basic Amount
			£	£	£
663	N.B.C	Sundridge village hall cleaning	150.00	-	150.00
664	N.B.C	Sundridge village hall cleaning	310.00	-	310.00
665	William Flooring Ltd	sundridge village hall Floor	2376.00	396.00	1980.00
666	Laughton Parish Council	Part Payment For Cilca	83.00	-	83.00
667	Laughton Parish Council	Part Payment For Stationary	14.50	0	14.50
668	N.B.C	Sundridge village hall cleaning	120.00	-	120.00
669	The Parish notice board company	Notice board	3,300.00	550.00	2,750.00
670	KLCC	Payment for clerks Cilca	250.00	-	250.00
671	Clerks Salary	G Barlow (A Barlow)	931.26	-	931.26
672	RFO Salary	F Hensher	227.02	-	227.02
673	Clerks Expenses	A Barlow	93.02	-	93.02
674	RFO Expenses	F Hensher	50.80	-	50.80
675	Inland Revenue	Tax and NI Contribution	524.48	-	524.48
676	The play inspection company Ltd	Playground Inspection	270.00	-	270.00
677	Streetlights	Goods/services	126.90	19.55	97.75
678	Ide Hill Village Hall	Costs associated with public toilets	2,892.43	-	2,892.43
679	Streetlights	Column 53	117.30	19.55	97.75
				-	
		Total	11,836.71	985.10	10,842.01

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 7.13 – CONFIDENTIAL

TO FOLLOW

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 8.1.1

Clerk's Amenities Report for Full Council 19 March 2018

1. Village Hall

1.1 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 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

1.2 Floors – Williams Flooring will be cleaning and polishing the floors during the Easter holidays when the hall is not being used. It will take 3 days to complete. The cost is £1,980 +VAT and the invoice will be paid on 12 March 2018.

The Puppy School have advised that other halls have a “roll out” lino to put down when the hall is being used by dogs. Clerk to investigate further.

1.3 Chain at front of hall – Cllr Evans has advised that as the welder has been unwell he has been unable to discuss it with him.

1.4 Windows – the windows have been cleaned.

1.5 Gas Bill

Agreement to pay £2773.12 – cheque has been sent

1.6 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.

1.7 Charges

The Amenities Committee have agreed to raise the charging rate to £15 per hour for new hirers. Long-term regular hirers and community hirers may seek preferential rates at the discretion of the Amenities Committee and Clerk.

2.0 Grass Cutting Contract

New Contract Attached

3.0 Sundridge Recreation Ground

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

- 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 approved at £2,450.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

3.3	Tescos 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

Final Expenditure

Goal posts	£816.00
Installation of goal posts	£400.00
Landscaping/wildflower	£3,500.00
Fencing/Signage	£1,500.00
Adult play equipment	<u>£2,060.00</u>
	£8,276.00 (£8K from Tescos)

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

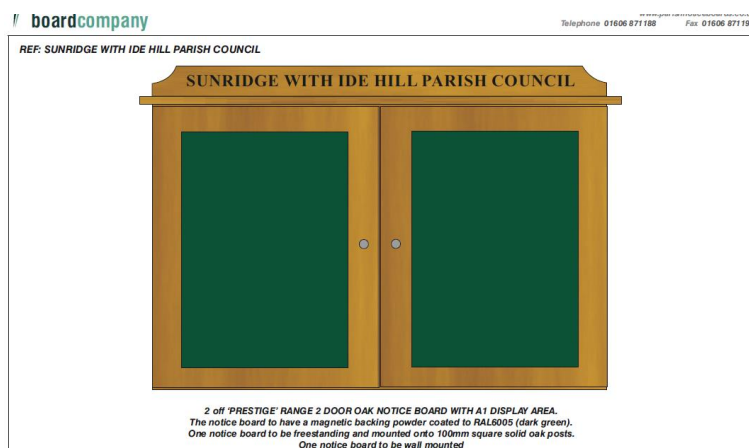
4.0 Bowsers Meadow

Clerk has instructed Birchfields to go ahead with the work as quoted:

Clearing out the storm ditch at a cost of £300 and to remove the fallen trees at £480.

5.0 Notice Boards

The Clerk has ordered 2 notice boards as agreed:



Details	Qty	Rate	Net Amt	VAT Rate	VAT
Prestige Oak 2 Door A1 Display. Freestanding	1	1,400.000	1,400.00	20.00	280.00
Prestige Oak 2 Door A1 Display. Wall Mounted	1	1,250.000	1,250.00	20.00	250.00
Packaging / delivery	1	100.000	100.00	20.00	20.00

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Cost of Installation to be agreed:

From: tracey moss <traceymoss@signsofcheshire.co.uk>

Sent: 08 March 2018 12:12

To: Amanda Barlow

Subject: Re: Parish Noticeboards

Good afternoon Amanda,

Many thanks.

The price for us to install two notice boards, one wall mounted and one freestanding, would come to £495.00 + vat.

7.0 Bus Shelters

Clerk has instructed J R Roofing to undertake the repairs as follows:

J.F. ROOFING & PROPERTY SERVICES

TO PARISH COUNCIL

REF IDE HILL
BUS SHELTER

TO STRIP OLD ROOF OF AND FIT NEW
SEDAR SHINGLES OF 8 METERS

A PACK £82 x 4	£ 328
LABOUR	£ 350
TOL	£ 678

REF 1 SUNDRIDGE BUS SHELTER

TO OVERHAUL THE ROOF.
TO REPOINT RIDGE AND BONTIS AND
TO REPAIR SUM TILES TOL OF WORK
£200

REF 2

SUNDRIDGE BUS SHELTER
TO REPAIRS FELT SHINGLES £50
PAYMENT ON COMPLETION

18 03 19 £

The Holly Tree, 5 Combe Bank Cottage, Combe Bank Drive, Sundridge, Kent TN14 6AG
T: 01959 562200 M: 07504 878 445

Hi-Performance Felt Systems • Traditional Slating & Tiling • Leadwork • Asphalt • Pointing • Guttering • Painting

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

8.0 Stubbs Wood

Management Plan attached – the full set of files including maps etc. will be uploaded onto the website.

Stubbs Wood Car park area – it was agreed that the Stubbs Wood Management Committee would look at the cost of resurfacing the car park and furniture for the picnic area.

9.0 Ide Hill Football Club

Clerk has informed Ide Hill Football Club that the Parish Council would be amenable to a storage facility such as large metal container providing the Football Club secured the correct planning permission and security measures. The Parish Council have advised that they would be amenable to helping with the cost of such a container.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 8.1.2

Sundridge with Ide Hill Parish Council **Minutes of Amenities Committee Meeting** **Monday March 12 2018, 7:00pm, Village Hall, Sundridge**

Present: Councillors Baker, Buys, Denbigh, Evans, Hughes (Chair), Jones

In attendance: Mrs A Barlow – Clerk

1. To receive apologies and reasons for absence.
No apologies received.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
None.
3. To approve as a correct record the **Minutes** (enclosed) of the Amenities Committee meeting held on 10 January 2018.
The minutes were approved and signed as a true and accurate record.
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
The matters arising were all covered by items on the Agenda.
5. **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.
6. **Items for decision and allocation of resources if necessary.**
 - 6.1 To discuss and agree, if appropriate, the next actions with regard to Sundridge Village Hall
Members resolved to agree the new hire rate of the Village Hall at £15.00 per hour. Members resolved that preferential rates would be available at the discretion of the Clerk and Amenities Committee for regular long-term hirers and community hirers. (Action: Clerk).
 - 6.2 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract
Members resolved to accept the contract of Landscape Services subject to clarification of point 4. (Action: Cllr Hughes and Clerk). Members agreed that the Parish Council should offer Landscape Services an incentive of a two year contract if the work is being done well with no default half way through this year's contract. (Action: Clerk)
 - 6.3 To discuss and agree, if appropriate, the next actions with regard to bus shelters
Members resolved that the Clerk should instruct J F Roofing & Property Services to repair the bus shelters at Sundridge at a cost of £250 and at Ide Hill at a cost of £678. (Action: Clerk)
 - 6.4 To discuss and agree, if appropriate, the next actions with regard to a storage facility for Ide Hill Football Club
Members resolved that the Clerk should advise Ide Hill Football Club that they can put a metal storage facility on Ide Hill Recreation Ground. Members agreed that the Clerk should advise the Football Club that they need to require the necessary planning permission. Members resolved that the Parish Council would advise Ide Hill Football Club that they would look favourably on providing a grant towards the cost. (Action: Clerk).
 - 6.5 To discuss and agree, if appropriate, the next actions with regard to the Stubbs Wood car park
Members agreed that the Stubbs Wood Management Committee should review the next actions for the car park and present a proposal to the Parish Council. (Action: Stubbs Wood Management Committee)
 - 6.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge & Brasted Social Club
Members resolved that the Committee would recommend to the Full Council meeting that the Clerk should send Sundridge & Brasted Social Club the lease and a covering letter with a list of documents that the Cllr would like to review. It was agreed that Cllr Jones would assist with the drafting of the letter. (Action: Cllr Jones and Clerk)

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

7. Items for report and/or noting:

7.1 To receive any reports/minutes from the Stubbs Wood Management Committee

*Members noted the report. **Members resolved to recommend to the Full Council that Members accept the Management Plan for Stubbs Wood as presented. Members resolved that a tree survey should be carried out every year at least for the first 3 years on the recommendation of Julian Miller under the terms of the management plan.***

7.2 To note the Annual Inspection Reports.

Noted.

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

None.

9. Date of next meeting. – Monday 11 June 2018

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018



Ms A Barlow
Clerk to Sundridge with Ide Hill Parish Council
11 Clover Way
Paddock Wood
Kent TN12 6BQ

1 Abbey Wood Road
Kings Hill
West Malling
Kent ME19 4YT

T 01622 236655
F 01622 237176

Date: 16 March 2017
Ref: LS.PC.Q017.060F

Dear Ms Barlow

Re: Grounds Maintenance

Following careful and considered review of your work requirements, I am pleased to confirm the rates for 2017 as below.

Please indicate in the boxes provided the items required.

Required

Sundridge

- | | | |
|--|---------|--------------------------|
| 1. Coronation Gardens – 12 Occasions | £420.00 | <input type="checkbox"/> |
| 2. River Bank adjacent to footpath from 128 Main Road to bridge in Chevening Road. (Note: There are primroses and daffodils planted in the grassed bank between the bus shelter on the north side of Main Road and the cross. The grass in this area should not be cut until the primroses have finished flowering and the daffodils are dying back). On 12 occasions. | £360.00 | <input type="checkbox"/> |
| 3. Land for Burial Ground – 2 Occasions. | £60.00 | <input type="checkbox"/> |
| 4. Recreation Ground – 15 Occasions.

Playing surfaces and surrounding close mown areas up to the banks on north and west sides, and to the river bank and vehicle turning circle to the south. Care to be taken to mow close to goal posts, if necessary by strimming, as appropriate. Cut to be suitable for football. | £450.00 | <input type="checkbox"/> |
| 5. Southern boundary to edge of stream and south east and south west corners, around the tree stump by machine shed, around posts of turning circle and seat, around gas tank enclosure, areas to the front and side of the pavilion – all these | £525.00 | <input type="checkbox"/> |

E office@landscapeservices.org.uk

www.landscapeservices.org.uk

[@LandscapeLS](https://twitter.com/LandscapeLS)



Landscape Services is a trading style of Commercial Services Trading Ltd – a company wholly-owned by Kent County Council.
Registered in England and Wales. Reg No 5858178, VAT Reg No: 913 223952. Registered Office: 1 Abbey Wood Road, Kings Hill, West Malling, Kent ME19 4YT.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

areas to be cut by strimming, or other appropriate method, discouraging the growth of nettles, brambles and other weeds. On 15 occasions.

6. Surrounding banks to north and west on 15 occasions.	£450.00	<input type="checkbox"/>
7. Approach Road: strimming during season down both sides from Main Road including any brambles/nettles coming through fencing on 7 occasions.	£210.00	<input type="checkbox"/>
8. Bowers Meadow – 6 Occasions.	£180.00	<input type="checkbox"/>
9. Dog walk and children's football pitch on 6 occasions.	£180.00	<input type="checkbox"/>
10. Hedge cutting – annual trim.	£154.50	<input type="checkbox"/>

Ide Hill

1. Recreation Ground Goathurst Common - 12 Occasions.	£360.00	<input type="checkbox"/>
Total area including verge in front of hedge/fence along roadside bordering Recreation Ground		
2. Play Area – 12 Occasions.	£360.00	<input type="checkbox"/>
3. The Green, Ide Hill – 12 Occasions.	£360.00	<input type="checkbox"/>
Including small roundabout by Church entrance, strip of land adjacent to Ide Cottage and area to the left of the handrail on steps leading to the Green (adjacent to the property Millfield)		
4. Banks surrounding The Green – 12 occasions.	£360.00	<input type="checkbox"/>
5. Traffic roundabout – 12 occasions.	£360.00	<input type="checkbox"/>
6. Mount Pleasant, Ide Hill – 7 occasions.	£210.00	<input type="checkbox"/>
7. Wheatsheaf Hill – 6 occasions.	£180.00	<input type="checkbox"/>
10. Playing Field, Camberwell Lane – 12 occasions.	£360.00	<input type="checkbox"/>

For tasks other than routine gang mowing and grass mowing please highlight where you require commencement notification. Wherever possible we will inform you of our intention to commence work however this is not guaranteed unless specifically requested. Gang mowing works will not be confirmed unless specifically agreed as this may incur additional cost.

Invoicing will occur in July with 50% of the quoted sum for each routine item accepted followed by a concluding invoice in November or as works end. In the November invoice any adjustment, credits or further invoicing will take place.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

No routine works will be invoiced either in November or as works are completed. Prior agreement will occur prior to invoicing otherwise the approach will default to July / November invoicing. Where significant invoicing variation is proposed we reserve the right to charge for additional administration processing.

Should you have specific invoice requirements these need to be identified upon acceptance.

If you are happy to accept the above quotation please sign and return the copy quotation enclosed. Clearly identify any works not required.

A signed return will be deemed acceptance to undertake all tasks identified unless marked otherwise. Any change will be subject to works being completed and will incur an administration charge.

By signing this acceptance you confirm your requirement. No order confirmation will be sent.

Should you have specific invoice requirements these need to be identified upon acceptance.

If you require any further information or if I can be of any further assistance please do not hesitate to contact me.

Yours sincerely



Simon Kidd

General Manager

This quotation is valid for 30 days, subject to VAT properly chargeable and subject to availability of plants and materials as applicable.

Our ref: LS.PC.Q017.060F

I am authorised to accept the above quote and acknowledge the terms and condition of payment. I have identified the requirements and confirmed those items not required.

Name

Position.....

Signature

Date/...../.....

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 8.2.3

SUNDRIDGE WITH IDE HILL PARISH COUNCIL

Minutes of Finance and Personnel Committee Meeting Monday 8th January, 2018 at 7pm, Ide Hill Village Hall

Present: Councillors Baker, Lovegrove, (Chair) and Evans

1. Minutes of the meeting held on the 3rd October, 2017

The minutes of the meeting were agreed and signed accordingly

2. Matters arising from those Minutes.

Members discussed the matters arising from the previous minutes. The assets list needs to be updated, it was agreed to use a mapping service. Once amended the report needs to be brought to the full council meeting for approval. Clerk to action

3. Public Forum

None

4. To update the progress of the contacts and signatures on all the bank accounts held by the Parish.

Cllr Lovegrove informed members of each bank account, who is signatories and their balances. Members discussed the next procedure which is to put the correct signatories on each account. Members discussed the information and agreed to convert the Sundridge Village hall account to a capital account. Internet banking was agreed to be discussed once all signatories and accounts were correct.

5. To note expenditure on current budget

Members discussed the budget and included forecasted amounts, it was agreed to incorporate an income statement into the budget. Rfo to amend documents and email Cllr Lovegrove to oversee before agreeing at full council. (Action RFO) Also the finance committee agreed that the members allowances are changed to members expenses in order to spare cost of payroll management expenses.

5. To update financial accounts

5.1 To discuss bank balances and projected income.

Members discussed and RFO will implement this into the budget.

5.2 To discuss and agree budget for 2018/19.

Members agree to await amenities report and recalculate budget to take to the next full council meeting.

5.3. To discuss and agree precept for 2018/19.

Members agreed Precept of £62,000.00. no increase for another year.

7. Inform Members of Ide Hill Playground expenditure and receipts.

The playground report was discussed, Cllr Baker will email RfO with his breakdown of expenditure and the rfo will update the information with the statements. Once the report is amended Cllr Baker will oversee the information before it is discussed at the next full council meeting.

8. To agree next procedure for payment of Scottish Gas Utility bill.

Cllr Powell emailed the information that had been agreed by Scottish power over the back payment of the utility bill. Members discussed the information and agreed the figure of £2773.12 to be the finalised bill.

9. To review and update the financial regulations

The financial regulations were adopted.

10. To discuss a contract for hiring of the village hall and recreation areas.

It was agreed the hire forms will be agreed by email and taken to the next full council meeting.

11. To update and discuss Earmarked Reserves.

Cllr Baker will take last year's earmarked reserves allocation figures to the upcoming Amenities Meeting for their input based on a three year forecast, and revert to Finance Committee for their consideration and recommendation to the Full Council.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

12. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.

Clerk informed the members of an addition hirer for the village hall and wanted to discuss the hourly rate charge. This is a long-term agreement so wanted to discuss a decrease. Once decided to be approved at the full council meeting. It was agreed for a rate of £12 an hour.

13. Date of next meeting

The next date is scheduled for the 12th March 2018 at 7pm

NOTES: Members are reminded of the need for them to declare any interests which they may have on any matters coming before the parish Council for consideration. Further advice can be sought, whenever necessary, from the clerk.

Members are asked to be in the Village Hall in good time prior to commencement of the meeting at 7pm so that they may acquaint themselves with the contents of any written material laid round the table.

Please visit our website at: www.sundridgewithidehillpc.kentparishes.gov.uk

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 8.3.1

This scoping report is based on a meeting with local residents in Sundridge and site visits which took place on Monday 12th March 2018.

The meeting was attended by the following residents:

John Evans

Chair Sundridge and Ide Hill Parish Council

Wendy Fallon

Paul Jebson

Ken Ludlark

Julian Parkin

Duncan Parr

Background and Context

Sundridge and Ide Hill Parish is in Sevenoaks District (SODC) and has a population of 1,877 (census) 2011 (approx. 1200 households).

The District has identified a gross need for affordable housing of 782 homes per year (Sevenoaks Housing Need Study 2017). No housing need survey specific to the parish has been undertaken.

The Parish is located in the Kent Downs Area of Outstanding Natural Beauty and the London Green Belt and is in an area of flood risk.

Local public support for the “Community Plan” (see the project below) is good with a public meeting for the village held in October 2017 giving the Parish Council a mandate to pursue the scheme.

Three landowners affected by the plan proposals (including the parish council) are willing to consider participation in implementing the plan which will involve the building or renewal of the following village assets – Medical practice, Sports Pavilion and recreation ground, Village Hall, Primary School, Social and Bowls Club. Only the leaseholder of the latter does not fully support The Community Plan.

Specific Issues and Considerations

The Group

- Good skills present (planning, architecture, finance, construction, drainage and Legal)
- Good networks – political and officer level in DC and the constituency and local campaign and interest stakeholders (Rivers Trust, CPRE)
- Dialogue exists with local landowners
- Keen to move forward quickly since public support was secured to start the process

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

The group have considered the legal form of a new CLT and consider that a Company Limited by Guarantee with charitable status is likely to be the model that they will follow.

The Project

The plan will provide new homes (estimated at up to 50) and renew or replace a number of local facilities (see diagram below). The scheme is a complex one for a variety of reasons:

Multiple landowners – one of whom in the Parish Council who may have specific requirements to enable their participation in the plan.

Planning - None of the sites have been designated for housing by the local planning authority (who are reviewing their local plan) but the sites have been submitted to the Strategic Housing Land Availability Assessment for consideration. The assessment process will indicate whether the constraints of location and flooding will mean that they are unacceptable or whether proposals can address these through design and infrastructure provision.

Phasing issues - as some existing buildings that are in use will have to be relocated – this will have implications for the cash flow and funding of the overall plan

New infrastructure – road access and parking will have to be provided to improve access to sites and deal with current problems

Sustainability – some of the assets proposed to be part of a new CLT portfolio may have limited ability to cover their costs (Village Hall, Sport Pavilion and Recreation Ground). This will have to be balanced carefully with the achievement of affordability for rented housing in the overall CLT business revenue plans.



Next Steps

18 03 19 SWIH Full Council

Page 36 of 43

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

2 streams of work will be required

Build understanding and support for the CLT as a vehicle to undertake development and manage some of the assets that result from it	Progress feasibility of development of sites affected by the Community Plan to Pre application stage with Sevenoaks DC Planning Department
Apply for Stage 3 support to the CLT Start Up Fund	Conduct Sundridge Housing Needs Survey to identify local housing need scale and type for those with an existing local connection or residence <i>(Tessa O’Sullivan of Action for Rural Communities in Kent has already indicated that this can be done as part of their contractual commitments to their funders so no cost to the group)</i>
Consider the issues of a boundary smaller than that of the Parish to include only Sundridge. Consider the issues of representation of the Parish Council on the Governing body (committee/Board of Directors) of any new CLT Interrogate further the legal structure for a CLT to confirm that the CLG with open Membership and charitable status will enable the development of the community plan and keep options open in relation to funding, ownership and so on.	
Publicly announce the intention to establish a CLT Provide information about CLT powers and purpose and consult locally on the acceptability of the intention and invite people to become members.	Discussions to scope with landowners the financial conditions and requirements of their participation in any scheme(s) and timeline
Meet with a lawyer to discuss the details of a CLT governing document in order that the current Steering group can establish it as initial directors with a view to holding an election within a specified time frame	Discussions with planned new building occupiers (school, medical practice, village hall, sports hall and pavilion) – financial, construction.
	Draft Brief for outline layouts to be produced by an architect and cost consultant to RIBA Work Stage C for discussion with SODC

Recommendations

- That Stage 2 Adviser support is agreed to assist them with:
 - Finalising the proposed CLT legal structure
 - To secure a greater commitment to the CLT model to take forward the plan via public events and consultation
 - To assist with the actions associated scheme development so that the planning implications can be considered in a pre-application discussion with the Local Planning Authority
- To immediately apply for a Stage 3 grant from the CLT start up fund to provide resources to support the process as follows:

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Spend Item	Estimated Amount (inclusive of VAT)
Web Site	700.00
Design, print and circulation of publicity materials for consultation and establishment of CLT	1,000.00
Venue hire and refreshments	200.00
Legal Advice (Trings)	1,200.00
Sundry Volunteer expenses (travel)	100.00
	3,200.00

Lorraine Hart

Community Land Use

March 16th 2018

This scoping report is based on a meeting with local residents in Sundridge and site visits which took place on Monday 12th March 2018.

The meeting was attended by the following residents:

John Evans

Chair Sundridge and Ide Hill Parish Council

Wendy Fallon

Paul Jebson

Ken Ludlark

Julian Parkin

Duncan Parr

Background and Context

Sundridge and Ide Hill Parish is in Sevenoaks District (SODC) and has a population of 1,877 (census) 2011 (approx. 1200 households).

The District has identified a gross need for affordable housing of 782 homes per year (Sevenoaks Housing Need Study 2017). No housing need survey specific to the parish has been undertaken.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

The Parish is located in the Kent Downs Area of Outstanding Natural Beauty and the London Green Belt and is in an area of flood risk.

Local public support for the “Community Plan” (see the project below) is good with a public meeting for the village held in October 2017 giving the Parish Council a mandate to pursue the scheme.

Three landowners affected by the plan proposals (including the parish council) are willing to consider participation in implementing the plan which will involve the building or renewal of the following village assets – Medical practice, Sports Pavilion and recreation ground, Village Hall, Primary School, Social and Bowls Club. Only the leaseholder of the latter does not fully support The Community Plan.

Specific Issues and Considerations

The Group

- Good skills present (planning, architecture, finance, construction, drainage and Legal)
- Good networks – political and officer level in DC and the constituency and local campaign and interest stakeholders (Rivers Trust, CPRE)
- Dialogue exists with local landowners
- Keen to move forward quickly since public support was secured to start the process

The group have considered the legal form of a new CLT and consider that a Company Limited by Guarantee with charitable status is likely to be the model that they will follow.

The Project

The plan will provide new homes (estimated at up to 50) and renew or replace a number of local facilities (see diagram below). The scheme is a complex one for a variety of reasons:

Multiple landowners – one of whom in the Parish Council who may have specific requirements to enable their participation in the plan.

Planning - None of the sites have been designated for housing by the local planning authority (who are reviewing their local plan) but the sites have been submitted to the Strategic Housing Land Availability Assessment for consideration. The assessment process will indicate whether the constraints of location and flooding will mean that they are unacceptable or whether proposals can address these through design and infrastructure provision.

Phasing issues - as some existing buildings that are in use will have to be relocated – this will have implications for the cash flow and funding of the overall plan

New infrastructure – road access and parking will have to be provided to improve access to sites and deal with current problems

Sustainability – some of the assets proposed to be part of a new CLT portfolio may have limited ability to cover their costs (Village Hall, Sport Pavilion and Recreation Ground). This will have to be balanced carefully with the achievement of affordability for rented housing in the overall CLT business revenue plans.

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

SUNDRIDGE

15/09/2017



Next Steps

2 streams of work will be required

<p>Build understanding and support for the CLT as a vehicle to undertake development and manage some of the assets that result from it</p>	<p>Progress feasibility of development of sites affected by the Community Plan to Pre application stage with Sevenoaks DC Planning Department</p>
<p>Apply for Stage 3 support to the CLT Start Up Fund</p> <p>Consider the issues of a boundary smaller than that of the Parish to include only Sundridge. Consider the issues of representation of the Parish Council on the Governing body (committee/Board of Directors) of any new CLT</p> <p>Interrogate further the legal structure for a CLT to confirm that the CLG with open Membership and charitable status will enable the development of the community plan and keep options open in relation to funding, ownership and so on.</p>	<p>Conduct Sundridge Housing Needs Survey to identify local housing need scale and type for those with an existing local connection or residence</p> <p><i>(Tessa O'Sullivan of Action for Rural Communities in Kent has already indicated that this can be done as part of their contractual commitments to their funders so no cost to the group)</i></p>
<p>Publicly announce the intention to establish a CLT</p> <p>Provide information about CLT powers and purpose and consult locally on the acceptability of the intention and invite people to become members.</p>	<p>Discussions to scope with landowners the financial conditions and requirements of their participation in any scheme(s) and timeline</p>

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

Build understanding and support for the CLT as a vehicle to undertake development and manage some of the assets that result from it	Progress feasibility of development of sites affected by the Community Plan to Pre application stage with Sevenoaks DC Planning Department
Meet with a lawyer to discuss the details of a CLT governing document in order that the current Steering group can establish it as initial directors with a view to holding an election within a specified time frame	Discussions with planned new building occupiers (school, medical practice, village hall, sports hall and pavilion) – financial, construction.
	Draft Brief for outline layouts to be produced by an architect and cost consultant to RIBA Work Stage C for discussion with SODC

Recommendations

3. That Stage 2 Adviser support is agreed to assist them with:
 - Finalising the proposed CLT legal structure
 - To secure a greater commitment to the CLT model to take forward the plan via public events and consultation
 - To assist with the actions associated scheme development so that the planning implications can be considered in a pre-application discussion with the Local Planning Authority
4. To immediately apply for a Stage 3 grant from the CLT start up fund to provide resources to support the process as follows:

Spend Item	Estimated Amount (inclusive of VAT)
Web Site	700.00
Design, print and circulation of publicity materials for consultation and establishment of CLT	1,000.00
Venue hire and refreshments	200.00
Legal Advice (Trings)	1,200.00
Sundry Volunteer expenses (travel)	100.00
	3,200.00

Lorraine Hart

Community Land Use

March 16th 2018

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 9.1.1

Correspondence –February 19 to March 18 2018

1. KALC - Kent Mineral Site Options Evidence Addendum
2. KALC - KALC PARISH NEWS - FEBRUARY 2018
3. KentCan - Reminder: Cross Sector Networking Event, 27th March
4. KALC - Chief Executive's Bulletin 8 - 23 February 2018 v3
5. South East Water - Re: Have your say on South East Water's draft Water Resources Management Plan 2019
6. KALC - Council Tax figures 2018/19
7. KCC - February Bus monthly updates enclosed
8. South East Water - Water supply problems update
9. KCC Highways - Urgent Road Closure - Gravel Pit Lane, Goathurst Common and Gracious Lane, Chevening - 12 March 2018 (Sevenoaks) – sent to all Cllrs
10. SES Water - SES Water - Draft Water Resources Management Plan Consultation SES Water - Draft Water Resources Management Plan Consultation
11. South East Water - Latest update on water supply problems in Sussex and Kent
12. KALC - Government consultations on the National Planning Policy Framework & Developer Contributions
13. KentCan - Kent In Brief - Complimentary Edition
14. KALC - Chief Executive's Bulletin 10 - 9 March 2018
15. KALC - INVITATION TO ATTEND: SOUTH EAST WATER WORKSHOP, Surrey, 28 March - with lunch
16. KCC - Letter from Mike Whiting - Snow emergency and resulting damage to the highway network
17. KALC - NALC Chief Executive's Bulletin 9 - 2 March 2018

Correspondence –February 19 to March 18 2018

1. KALC - Kent Mineral Site Options Evidence Addendum
2. KALC - KALC PARISH NEWS - FEBRUARY 2018
3. KentCan - Reminder: Cross Sector Networking Event, 27th March
4. KALC - Chief Executive's Bulletin 8 - 23 February 2018 v3
5. South East Water - Re: Have your say on South East Water's draft Water Resources Management Plan 2019
6. KALC - Council Tax figures 2018/19
7. KCC - February Bus monthly updates enclosed
8. South East Water - Water supply problems update
9. KCC Highways - Urgent Road Closure - Gravel Pit Lane, Goathurst Common and Gracious Lane, Chevening - 12 March 2018 (Sevenoaks) – sent to all Cllrs
10. SES Water - SES Water - Draft Water Resources Management Plan Consultation SES Water - Draft Water Resources Management Plan Consultation
11. South East Water - Latest update on water supply problems in Sussex and Kent
12. KALC - Government consultations on the National Planning Policy Framework & Developer Contributions
13. KentCan - Kent In Brief - Complimentary Edition
14. KALC - Chief Executive's Bulletin 10 - 9 March 2018
15. KALC - INVITATION TO ATTEND: SOUTH EAST WATER WORKSHOP, Surrey, 28 March - with lunch
16. KCC - Letter from Mike Whiting - Snow emergency and resulting damage to the highway network
17. KALC - NALC Chief Executive's Bulletin 9 - 2 March 2018

Sundridge with Ide Hill Parish Council

Full Set of Papers –March 19 2018

AGENDA ITEM 9.1.2

From: chadshollow@btinternet.com <chadshollow@btinternet.com>

Sent: 13 March 2018 15:28

To: pc.swih@hotmail.com

Subject: Village Green

Dear Amanda

It is the time of year again when the Village Hall Management Committee ask the PC for their consent to use the Ide Hill Village Green as the site for the Ide Hill Village Fair.

The date of the fair this year will be 28th May, which as usual is the May bank holiday.

We also would request that the grass on the green is cut a week before that date.

We hope this meets with your approval and look forward to receiving your reply.

Kind regards

Andy Edmonds