

Sundridge with Ide Hill Parish Council

Full Pack of Papers –April 16 2018

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 16 April 2018** to transact the undermentioned business.

Clerk *Anaola Bara* 10 April 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 March 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 Annual Parish meeting.
 - 7.3 To discuss and agree, if appropriate, the next actions with regard to speeding in the Parish
 - 7.4 To discuss and agree, if appropriate, the next actions with regard to litter in the Parish
 - 7.5 To discuss and agree, if appropriate, the next actions with regard to using the car park at Stubbs Wood
 - 7.6 To adopt the Planning Committee meeting minutes of 9 April 2018
 - 7.7 To approve/note items payable and paid

8.0 Items for report

8.1 Amenities

- 8.1.1 To note the items on the Amenities Report
- 8.1.2 To note final contract with Landscape Services for grass cutting

8.2 Stubbs Wood

- 8.2.1 To note the minutes of the Stubbs Wood Management Committee meeting on 29 March 2018

8.2 Finance

- 8.2.1 To receive update on finances
- 8.2.2 To note the Finance Committee meeting dates for 2018

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.
- 8.3.3 To note the Government's consultation on cycling

9.0 Items for noting

9.1 Correspondence

- 9.1.1 To note correspondence.
- 9.1.2 To note correspondence regarding parking in Ide Hill

9.2 Email Addresses

- 9.2.1 To confirm the new email addresses for the Members, Clerk and RFO

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 May 14 2018 at Sundridge Village Hall

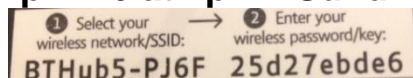
Annual Parish Meeting is on Monday 21 May 2018 at Ide Hill Village Hall at 7pm

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Please find below information to support the Agenda Items for the meeting of the Full Council on **Monday April 16 at 7pm - Sundridge Village Hall**

WiFi Code -



Pete Ballard the PCSO Supervisor of the Community Safety unit in Sevenoaks District will be attending the meeting tonight to address the issues over speeding.

1. Apologies received – Cllr Powell and Cllr Denbigh

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

4. Matters arising

7.1 General Data Protection Regulation – cheque for £415 sent to Arron for encryption. Clerk and RFO to arrange for laptops to be encrypted prior to May 25 2018.

7.2 Vacancy has been advertised and co-option to take place at next meeting on May 2018. Candidates who had previously expressed an interest have been informed.

7.3 Stubbs Wood Plan adopted and fee was paid in last year's accounts.

7.4 Village Hall hire rate put up to £15 for all new hirers. Preferential rate for Community and long term hirers at the discretion of the Clerk and Amenities Committee

7.5 Letter sent to Sundridge & Brasted Social Club with 90 days to respond. Brasted Parish Council have been informed.

7.6 Clerk has written to Radnor House.

7.13 Hours and pay for the Clerk and Responsible Finance Officer for 2018/19

Confidential update from Chair and Vice Chair.

8.3.1 – Link to CLT website agree to be put on the Parish Council website

9.1.2 – Clerk has informed Andy Edmonds that Ide Hill Village Green can be used for the fete on 28 May 2018.

7.0 Items for decision and allocation of resources if necessary.

7.1 General Data Protection Regulation

Update from working party who are meeting immediately before the FC Meeting.

7.2 Annual Parish meeting.

Annual Parish Meeting is on Monday 21 May 2018 at Ide Hill Village Hall at 7pm

Members needs to confirm:

- *Set up*
- *Format*
- *Refreshments*
- *Newsletter – sample newsletter attached*

7.3 Speeding in the Parish – attached

Speedwatch set up – Cllr Evans and Cllr Hughes sent training information

Traffic Survey to be considered - attached

7.4 Litter in the Parish – Cllr Lovegrove to speak on this issue

7.5 Car park at Stubbs Wood - attached

7.6 To adopt the Planning Committee meeting minutes of 9 April 2018 – attached

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7.7 To approve/note items payable and paid - attached

Invoice for Village Hall attached – to be agreed prior to cheque being sent.

8.0 Items for report

8.1 Amenities

8.1.1 To note the items on the Amenities Report – attached

8.1.2 To note final contract with Landscape Services for grass cutting – attached

8.2 Stubbs Wood

8.2.1 To note the minutes of the Stubbs Wood Management Committee meeting on 29 March 2018 - attached

8.2 Finance

8.2.1 To receive update on finances – update from Cllr Lovegrove

8.2.2 To note the Finance Committee meeting dates for 2018 – next meeting April 24 2018

8.3 Outside Bodies

8.3.1 To note update on the Community Land Trust project

Email from Cllr Evans - -very good meeting with school . School governors .Church and KCC . They have agreed "in principal" to join CLT . CLT meeting on 16 April 2018 at 4.30 pm – Cllr Evans to update.

8.3.2 To note any reports from outside bodies.

8.3.3 To note the Government's consultation on cycling

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence – attached

9.1.2 To note email regarding parking at Ide Hill School - attached

9.2 Email Addresses

9.2.1 To confirm the new email addresses for the Members, Clerk and RFO - attached

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AGENDA ITEM 3.0

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

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

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

8. To receive apologies and reasons for absence.

There were no apologies.

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

Cllr Meldan declared an interest in 7.7. and 7.8. Cllr Evans declared an interest in 7.9.

10. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 19 February 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

There were no matters arising.

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

Members resolved that Agenda Items 7.5 and 7.13 should be discussed to the exclusion of members of the public and press.

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

None.

14. **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

Members resolved that the Clerk and RFO's laptops should be encrypted at a cost of £415.

Members resolved that the Privacy Policy should be adopted.

Cllr Jones arrived at the meeting at 19.19.

7.2 To discuss and agree, if appropriate, the next actions with regard to the vacancy on the Parish Council

Members resolved that the vacancy for a Councillor should be advertised widely.

7.3 To discuss and agree, if appropriate, the next actions with regard to Stubbs Wood

Members resolved that the Stubbs Wood Management Plan should be adopted.

7.4 To discuss and agree, if appropriate, the next actions regarding Sundridge Village Hall

Members resolved that the rate of hire should be increased to £15 per hour and that there would be a preferential rate for long term and community hirers. This rate would be at the discretion of the Amenities Committee and the Clerk/RFO.

7.5 To discuss and agree, if appropriate, the next actions regarding the Sundridge & Brasted Social Club

Members resolved that the letter as drafted should be sent to the Sundridge & Brasted Social Club prior to the Council signing the lease. Members resolved that period of the lease should be 3 years from inception. (Action: Clerk). Members resolved that the Sundridge & Brasted Social Club should have 3 months to respond. (Action: Clerk).

7.6 To discuss and agree, if appropriate, the next actions regarding Streetlights

Members resolved that the streetlight should be repaired at a cost of £985.

7.7 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground

Members agreed that the Clerk should write to the Premises Manager of Radnor House with regard to the fence between the recreation ground and the school. (Action: Clerk)

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

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Members agreed that Cllr Evans should attend the meeting with Radnor House and Kent Highways. (Action: Cllr Evans).

7.9 To discuss and agree a response to Planning Application SE/18/00635/FUL

Members resolved to enter no objection to this application.

7.10 To discuss and agree a response to Planning Application SE/17/03761/FUL

Members resolved to object to this planning application:

- **Volume of traffic**
- **Suburban development**
- **Loss of industrial unit**
- **Potential loss of local employment.**

7.11 To adopt the Planning Committee meeting minutes of 26 February and 12 March 2018

Members resolved to adopt the Planning Committee meeting minutes of 26 February and 12 March (not yet agreed) 2018.

7.12 To approve/note items payable and paid

Members resolved to approve items paid and payable to the amount of £11,899.73.

The Clerk left the meeting.

7.13 To discuss and agree the hours and pay for the Clerk and Responsible Finance Officer for 2018/19

Members resolved that the pay scale for the Parish Council should be changed SCP 23 to 30. (Action: RFO).

Members agreed to consider increase in hours and pay for Clerk, and increase in hours for RFO following their upcoming appraisals, and recommendation of their line managers. Any increase would be backdated to 1 April 18.

Members resolved that the RFO should receive 10 hours of holiday as pay at the usual rate.

Members asked the Clerk to provide the amount of the pension. (Action: RFO).

The Clerk returned to the meeting.

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 12 March 2018

Noted.

8.2 Finance

8.2.1 To note expenditure to date

8.2.2 To note the Finance Committee meeting dates for 2018

The next meeting of the Finance Committee is on 24 April 2018 at 7.15pm at Sundridge Village Hall.

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

Noted.

8.2.4 To note that Members need to advise the RFO regarding Councillors' allowances

Noted.

8.3 Outside Bodies

8.3.1 To note update on the Community Land Trust project

Noted. Members agreed that there should be a link to the project website on the Parish Council website.

8.3.2 To note any reports from outside bodies.

- *Cllr Evans and Cllr Lovegrove attended the Sundridge and Ide Hill Charity and awarded some money to parishioners.*

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence.

Noted.

9.1.2.

Members agreed that Ide Hill Village Green can be used for the fete on 28 May 2018.

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 16 April 2018 at Sundridge Village Hall

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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
680	Stan Williams	Repair of sign post in Ide Hill	50.52	-	50.52
681	John Evans	Reimbursement of padlock	12.50	-	12.50
Total			11,899.73	985.10	10,905.03

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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

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AGENDA ITEM 7.2

WADHURST PARISH COUNCIL

ANNUAL NEWSLETTER
2016-7



Safety first!

We have a long-standing commitment to address local road safety challenges.

Our first priority has been to provide safe crossing points on Sparrows Green Road, starting with a zebra crossing at the Primary School. Jointly funded by us and East Sussex County Council, it was installed last Easter and is well-used. A second safe crossing point for those coming from the other end of Sparrows Green Road is on hold while we find a solution that considers local concern about a loss of parking spaces.

The second priority was to improve safety on Mayfield Lane near Sacred Heart School and Church. The most appropriate solution identified was flashing warning lights and we were pleased when East Sussex Highways agreed to match the funds to contributed by us and Sacred Heart School.

Further projects we're considering involve improving pedestrian safety at Wadhurst Station and reducing the speed limit beyond Best Beech going towards Mark Cross.

We thank the Speedwatch Community volunteers now led by Malcolm Ramsden. They monitor traffic speed at police-approved hotspots around the village and remind drivers to keep to the limits and drive safely. At least 20 cars per hour are reported for speeding at each session and speeds of 40-50 are regularly recorded within the 30 mph zone. Speedwatch is always looking for volunteers. It is an important community service that most people appreciate! Contact malcolmramsden@btinternet.com.

Get Wadhurst Parish Council on your smart phone or tablet with our new Mobile App. Download it free from Google Play or the App Store.

2016-7 Parish Council highlights

Grants included

- Wadhurst Youth Theatre for its production of Grease
- Wadhurst Guides for Royal Birthday celebrations
- Wadhurst Culture events
- Obtained grant funding for dark sky friendly street lighting.

Facilities, Sports and Recreation

- Continuing support for Football and Tennis Clubs
- Refurbished and maintained High Street public toilet
- Bought defibrillator, since installed at Sparrows Green Pavilion, and funded public training
- Supported Community Speedwatch
- Funded the pictorial meadow in Jardin D'Aubers
- Started to clean and tidy Duck and Hammer Ponds.

Communications

- Developed and published a Parish Council mobile app
- Maintained Parish Council website
- Introduced walk-in surgeries for the public to meet Councillors informally and confidentially
- Updated village Snow Plan
- Increased social media presence using Twitter.

Environment, Highways and Transport

- Installed a bus shelter opposite the War Memorial
- Funded pedestrian crossing at Primary School
- Obtained Community Match funding for flashing lights at Sacred Heart School and Church
- Prominently displayed plans for East Sussex Highways High Street development scheme
- Committed £3,000 to maintenance of fingerposts
- Organised The Great British Spring Clean, supported by Wealden District Council
- Started discussion about Considerate Parking.



Pictorial meadow

The first seeds of the pictorial meadow at the Jardin d'Aubers were sown back in 2015, under the creative direction of Wadhurst's own gardening expert and writer Helen Yemm. Championed by the Parish Council with support from the Royal British Legion, Rotary Club and Twinning Association — after much speculation about the new cordoned-off patch of ground, the meadow burst into a riot of colour in the summer. The meadow continued to delight passers-by and visitors to Wadhurst right until the first frost — with its vibrant mix of Cornflower, Poppies, Cosmos,



Zinnias, Marigold and Tithonia. Following its success, the meadow was re-sown to flower in 2016 when the Jardin's link to Aubers and WWI remembrance was recognised by the addition of extra poppies. Having been so delighted to hear your feedback about how beautiful and cheerful you find the meadow, we've repeated the project in 2017. Look out for the flush of green spreading across the meadow site, followed by the first show of vibrant flowers until the whole meadow explodes into life and colour in the next month or two! Whether you use it as tranquil place for reflection and remembrance or simply a place to stop to admire the stunning show of flowers, we hope that you continue to enjoy Wadhurst's rather special pictorial meadow.

Dark Skies

The Parish Council has joined forces with the Astronomical Society to preserve a precious local asset, the amazing dark sky! At Snape Wood, the least light polluted area, the sky over Wadhurst is of International Dark Sky standard which is very rare in South East England. On a clear night, you can see up to 2000 stars with the naked eye!

With the help of an award of £10,000 from the Sussex Lund grants programme that it is matching, the Council is embarking on a two-year programme of street light replacement. More dark sky-friendly solutions cast good light down where it's needed, not bad light up where it's wasted. As well as providing a wonderful backdrop for stargazing, a dark sky has a positive impact on wildlife and people through reduced light pollution. Street light locations have been prioritised according to the reduction in existing light pollution that can be achieved. Please watch out for more information, including about how you can help by improving your own security lights.

In 2016-7 your Parish Councillors

<ul style="list-style-type: none"> Re-elected Felicity Harvest as Council Chair and Graham Wells as Deputy Chair Held eleven Full Councils, more than 48 committee meetings including Community, Environment, Highways and Transport, Recreation and Planning Heard comments and representations from parishioners during public forums at each meeting Met representatives of Wealden District Council to discuss Wealden Local Plan Met representatives of East Sussex County Council road works, maintenance and projects teams Represented the Parish at Bewl Water Monitoring Group, Updaters 	<ul style="list-style-type: none"> Governors Community Services Committee: History Society, Institute, Hall and Field Trust; Wealden District Association of Local Councils; WDC Parish Planning Panel; Footpath Society Liaised with Sussex Police about parking enforcement, operational and structural changes Attended the annual Remembrance Sunday commemoration and laid a wreath Funded continued Youth Work by trained Youth Workers, including a Youth Club and Youth Voice 	<ul style="list-style-type: none"> Anthony Dunnett (re-appointment), Lynda Moore, Peter Giblin and Niamh Murphy Fiona Hensher joined as Responsible Finance Officer Amanda Barlow joined as Parish Clerk
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Said goodbye to:

- Police Community Support Officer Matt Neve, who became a warranted Police Officer
- Malcolm Ramsden, who retired as Parish Clerk and Responsible Financial Officer
- Councillors Guy Dobson, Adele and Richard Gainey, Ann Glenney and Simon Place

A full list of current Parish Councillors, including Committee membership, is displayed on High Street notice boards, published on our website and our new mobile App. Please note that the Parish Council's phone number has changed to 07375 062 428.

Designed by DesignIt 01627 783114

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AGENDA ITEM 7.3

Agenda Item 7.3 18 04 16 SWIH Full Council Meeting

From: km traffic <kmtrafficsurveys@btconnect.com>

Sent: 16 April 2018 11:01

To: 'Amanda Barlow'

Cc: kmtrafficsurveys@btconnect.com

Subject: RE: Speed Survey

Amanda,

Thanks for getting in touch again,

Price for this will be £300 plus vat.

Many thanks,

Martyn Payne
K&M TRAFFIC SURVEYS
HERITAGE HOUSE
79-80 HIGH ST
GRAVESEND
KENT DA11 0BH

01474 567990

07860 806258

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Agenda Item 7.3

RE: Speedwatch Training

SK

Thank you for your enquiry regarding possibly starting a Community Speedwatch (CSW) scheme.

How does Speedwatch work?

Operating at carefully selected roadside sites in 20, 30 and 40mph speed limits, a group typically of two or three police-trained CSW practitioners monitors the speed of passing vehicles using a portable speed indication device (SID) at sites pre-approved by Kent Police. They record and report details of vehicles travelling at or above nationally-specified thresholds (25, 35 and 46 mph). The registered keepers of vehicles observed repeatedly or excessively (limit plus 50%) speeding anywhere in Kent in the previous 12 months are then sent advisory letters by Kent Police. Fourth-time letters are frequently delivered by a uniformed officer.

Three steps to starting a Speedwatch scheme

1. Contact Speedwatch Support directly: Tel: 01622 653781 or E-mail: speedwatch@kent.pnn.police.uk to discuss your planned group and ask any questions you may have.

2. Identify fellow residents (at least one but more typically between two and twenty others) aged 18+ who also want to volunteer for Speedwatch.

3. The new scheme leader arranges for their volunteers to receive the mandatory practitioner safety awareness training from Speedwatch Support via our website <http://kent.communityspeedwatch.co.uk>, requesting to join a group. They also need to arrange for any new sites they want to use to be risk assessed by Speedwatch Support. There is no charge for either of these services and they can often be carried out on the same day.

4. Then buy, share or borrow a suitable SID –

Speedwatch Support is unable to make SIDs available. With help from various sources, new schemes are often able to buy their own device or arrange to share one with a nearby scheme or other provider. Possible ways to this include:

- Some Parish and other local councils will help by part funding through a small grant or by arranging to provide access to a SID they already own or arrange to share with a neighbouring Speedwatch scheme;
- you might be able to arrange access to a SID via your District Council and/or Neighbourhood Police Team through your district's Community Safety Unit (CSU.)
- your local PCSO (Police and Community Safety Officer) or Community Warden might help with getting access to SID equipment held by the Neighbourhood Police Team or CSU.

Note 2: Which SID to use at what cost?

There are many types of suitable SID readily available. These are costed around £2000 or thereabouts - Kent Police does not make commercial recommendations.

Once these steps are completed, regular roadside Speedwatch operations can be started. Practitioners manage their own schedule for when, how long and which sites to use.

Further information

The Speedwatch website has more information available and can be found at:

www.kent.police.uk/speedwatch

Speedwatch is an education-based initiative. Speeding drivers never receive a penalty, fine or points on their licence as a direct result of Community Speedwatch activity.

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The Speedwatch policy document (SOP R02C Speedwatch) is available at:

<https://www.kent.police.uk/policy/operational-and-partnerships-policies/r02-traffic-enforcement/r02c-speed-watch/>

Amanda,

Training has now changed – all operators who take part in CSW are required to registered on the website below, I will then come out for the initial training of the use of the equipment – and then we are good to go – this way saves waiting for me to attend for training and allows the groups to undertake training at home for the theory side and then practical side with myself.

Below are the instructions for joining –

Your first step is to register online as below.

1. Typing <http://www.communityspeedwatch.co.uk> into a web browser.
2. Click on the [Register] tab and choose [Registration].
3. Click on [Join Existing Group].
4. Click on [Join Existing Group as an Operator].
5. Choose [Kent] from the pull down and click [Continue].
6. Choose [Sevenoaks] from the pull down and click [Continue].
7. Now choose [Sundridge & Ide Hill Speedwatch Group] from the pull down and click [Continue].
8. Finally complete their details in the registration form and follow the emailed instructions.

Complete your details, Click the link on the email once received to verify your email address and then undertake the training, when you have completed your training etc. Your coordinator will be updated and will then be in touch. (Please check your Spam folder as sometimes emails drop in here)

Any issues please call.

Kind regards

Alan

PSE 55566 Alan Watson
Community Speedwatch Manager

Kent Police | Nackington Police Complex | Nackington Road | Canterbury | Kent | CT4 7AZ

Internal – **193781** Direct Dial – **01622 653781**

Email address. csw@kent.pnn.police.uk Website. www.kent.police.uk/speedwatch

Follow us on Twitter - [@kentspeedwatch](https://twitter.com/kentspeedwatch) for latest updates

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Agenda Item 7. 5

From: Dean Stacey <dean.stacey@evanscycles.com>

Sent: 29 March 2018 14:40

To: 'Amanda Barlow'

Subject: RE: Car park at the top of Yorks Hill

Hi Amanda

I hope this finds you well.

Our event this year is on Sunday 10th June, please can we use the car park again for our drink station?

It'll be the same arrangements as last year with the portable loos delivered beforehand and the barrier opened to allow access (I'm not sure if we did this last year as I seem to remember asking the toilet deliverer to tilt them)

Thanks

Dean

Dean Stacey
Event Manager

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AGENDA ITEM 7.6

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 **6.30p.m** on **Monday 9 April 2018**

Attendees: Cllrs Jones (chair), Evans and Lovegrove. Cllr Denbigh arrived at 7.00 pm.

No apologies for absence were received.

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 previous planning meeting on Monday 12 March 2018 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:**

<u>Reference Number</u>	<u>Development</u>	<u>Location</u>
SE/18/00891/HOUSE	Infill of existing external balcony to primary facade	Conifers, Nightingale Lane, Ide Hill TN14 6BY

The Parish Council would raise no objection.

SE/18/00941/FUL	Demolition of existing dwelling and garage and erection of replacement dwelling, terrace and entrance steps.	Bluebell Cottage, Hanging Bank, Ide Hill TN14 6JE
------------------------	--	---

The Parish Council repeats its previous comments relating to the previous application.

5. No appeals were reported for consideration.

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

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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.

11.1 re: SE/12/2790/R3 & R5. It was agreed that the outstanding detail matters relating Dunbrik Household Waste Recycling Centre, Main Road, Sundridge, Sevenoaks, Kent, TN14 6EP were for the District Council to consider.

12 . The date of next meeting: To be scheduled for Monday April 23 2018 at 7pm.
if there arise any matters for the Planning Committee to consider.

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AGENDA ITEM 8.1.1

Clerk's Amenities Report for Full Council 16 April 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 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 – the floors were not done over the Easter holidays. The Clerk has tried to contact the company over 35 times – Mr Williams has advised that he would call back and did not – the cheque (£1,980 +VAT)for the floor had been sent but not cashed so it was cancelled. Next steps needs to be discussed.

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

3.1 Security measures

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

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

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 Bowers Meadow

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

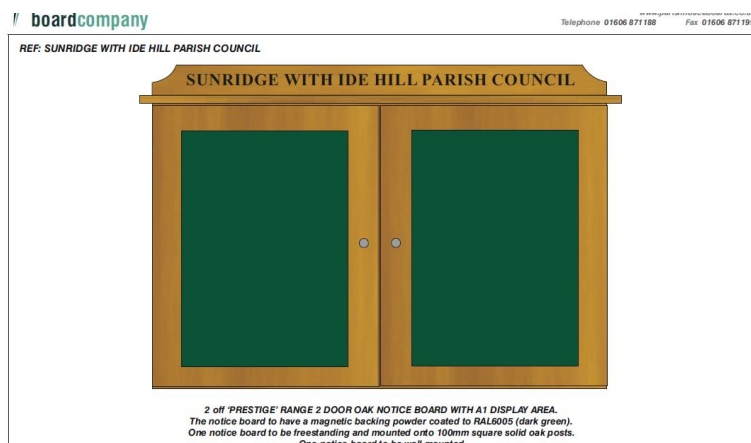
Clearing out the storm ditch at a cost of £300 and to remove the fallen trees at £480.

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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

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.

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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
CEDAR SHINGLES OF 8 METERS
A PACK £ 82 x 4 £ 328
LABOUR £ 350
TOTAL £ 678

REF 1 SUNDRIDGE BUS SHELTER

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

REF 2

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

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

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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.

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AGENDA ITEM 8.1.2



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: 9 March 2018
Ref: LS.PC.Q018.060F

Dear Ms Barlow

Re: Grounds Maintenance 2018

Following careful and considered review of your work requirements, I am pleased to confirm the rates for 2018 as below.

Please indicate in the boxes provided on the enclosed quotation the items required.

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.

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.

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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.Q018.060F

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**Landscape
Services**

Your Environment Matters

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

Tel: 01622 236655

Fax: 01622 237176

E-mail: office@landscapeservices.org.uk

Organisation Name:	Sundridge & Ide Hill Parish Council	Date:	9 March 2018
Quotation Address:	Sundridge & Ide Hill Parish Council 11 Clover Way Paddock Wood Kent TN12 6BQ	Quotation Ref:	LS.PC.Q018.060F
Organisation Contact:	Ms A Barlow Clerk to Sundridge & Ide Hill Parish Council	Quotation From:	Simon Kidd General Manager

	Quotation	Price	Required
	<u>Sundridge</u>		
1	Coronation Gardens – To carry out grass cutting on 12 occasions	£432.60	<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.	£370.80	<input type="checkbox"/>
3	Reserve Burial Ground – To carry out grass cutting on 2 occasions.	£61.80	<input type="checkbox"/>
4	Recreation Ground - 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. On 15 occasions.	£525.00	<input type="checkbox"/>
5	Recreation Ground - 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 areas to be cut by strimming, or other appropriate method, discouraging the growth of nettles, brambles and other weeds. On 8 occasions.	£288.40	<input type="checkbox"/>

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6	Recreation Ground - Surrounding banks to north and west on 8 occasions.	£247.20	<input type="checkbox"/>
7	Recreation Ground - Approach Road: strimming during season down both sides from Main Road including any brambles/nettles coming through fencing on 8 occasions.	£247.20	<input type="checkbox"/>
8	Bowsers Meadow – To carry out grass cutting on 8 Occasions.	£247.20	<input type="checkbox"/>
9	Bowsers Meadow – To carry out grass cutting of children's play area on 12 Occasions.	£360.00	<input type="checkbox"/>
10	Bowsers Meadow – Hedge cutting annually September / October.	£159.13	<input type="checkbox"/>
	<u>Ide Hill</u>		
1	Ide Hill Playing Field – Grass cutting on 15 occasions.	£463.50	<input type="checkbox"/>
2	Ide Hill Playing Field – Grass cutting of play area on 7 occasions.	£216.30	<input type="checkbox"/>
3	The Green - 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) on 12 occasions.	£370.80	<input type="checkbox"/>
4	The Green - Banks surrounding The Green – 12 occasions.	£370.80	<input type="checkbox"/>
5	The Green - Traffic roundabout – 12 occasions.	£370.80	<input type="checkbox"/>
6	Recreation Ground, Goathurst Common - Play Area – 12 Occasions.	£370.80	<input type="checkbox"/>
7	Recreation Ground, Goathurst Common - Total area including verge in front of hedge/fence along roadside bordering Recreation Ground on 6 occasions.	£185.40	<input type="checkbox"/>
8	Wheatsheaf Hill – 6 occasions.	£185.40	<input type="checkbox"/>
9	Mount Pleasant – Strimming of bank areas on 7 occasions.	£216.30	<input type="checkbox"/>

This quotation is valid for 30 days, subject to VAT properly chargeable and subject to availability of plant and materials

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Should you wish to go ahead with this quotation we require written acceptance, this can be emailed to office@landscapeservices.org.uk, or by letter or fax.

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/...../.....

AGENDA ITEM 8.2.1

The Stubbs Wood Strategic Management Committee:

Meeting Notes 29th March 2018 at 4pm

Attendance:

Clive Witton, Richard Don, Stephen Palmer, Caroline Lingham, Don Baker, Roni Lovegrove.

Apologies: Graham Hughes,

The following items on the Agenda were discussed:

1) Feedback from Public Consultation day – Clive W gave feedback on the Public Consultation meeting at the New Scout Hut Ide Hill on the 10th March. Generally, the feedback supported a very successful meeting with approx. 60 residents attending and appreciated the opportunity to hear Julian Millers talk and ask questions about the future planning of the woodland. A list of volunteers was collected at the meeting and they are eager to get out and help in the woods.

2) Review and approve the draft Management Plan: The Committee approved the draft Man. Plan for application to the FC and NE although the issue of the control of wild deer was discussed in detail but found to be adequately covered by the Man. Plan.

A/P: Don B to inform Julian Miller to proceed with the application of the Man. Plan to NE and FC following its approval by the Parish Council and Subcommittee.

3) Review and develop a plan of action following the Tree Survey Report. The committee decided to gain competitive quotes from tree contractors by tender so that the quotes are opened in front of the committee for examination and selection. The immediate action required from the tree survey within the next 6 months will be included in the tender.

A/P: Don B & Caroline to draft a tender document to receive quotes for the work set out in the tree survey prior to the next meeting.

4) Budget - 2018/9. The committee agreed that the budget for Stubbs Wood should be compiled and submitted to the committee for approval prior to submission to the Parish Council. The budget should concentrate on the work which can be undertaken within the Man. Plan. And with the benefit of the volunteers. Potentially the car park and open vista were highlighted for early attention. Grants were discussed and will require further investigation to establish their merits and sources.

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A/P: Clive W to compile a draft budget for discussion at the next meeting. Roni L will investigate the sources of the grants available from her contacts in the National Trust.

5) Discuss the formation of a group of Volunteers. The committee welcomed the interest of the volunteers to be become involved in the maintenance of the woodland and discussed how this could be carried out safely. It was agreed that no work could be given to volunteers which involved climbing or using machinery where the operator was not licenced or trained in H&S issues. Supervision will also be essential, and Clive W will ensure that all the Volunteers will be provided with instruction on H & S which will include following direction from a Leader.

A/P: Stephen P is to investigate the open view areas highlighted and establish if any or how many can be dealt with by volunteers. Clive W will investigate the work and cost to tidy the car park and picnic area using volunteers which was highlighted as the most likely starting point for volunteer help. Roni L will investigate the organisation of the volunteers by the National Trust.

6) Car Park and Picnic Area. Benches etc. The committee discussed this area as a priority to be tidied and resurfaced by the volunteers during 2018 as highlighted above.

7) Provision of Contractors.

The committee agreed that the tree survey and any future work should be delivered by successful contractors selected through a tender process for large contracts. It was agreed that we should explore lists of contractors held by KCC and SDC.

A/P: Caroline will investigate the list of contractors held by the KCC & SDC for this type of work.

Charity and Organisational matters: The committee were uncomfortable with the current arrangements regarding the Charity and its relationship with the Committee and the PC, following comments made at the Public Consultation meeting. It was agreed that the constitution and other documents should be reviewed to ensure that the PC are working according to these documents.

A/P: Richard D will investigate the CIOs documents and report back to the committee at the next meeting.

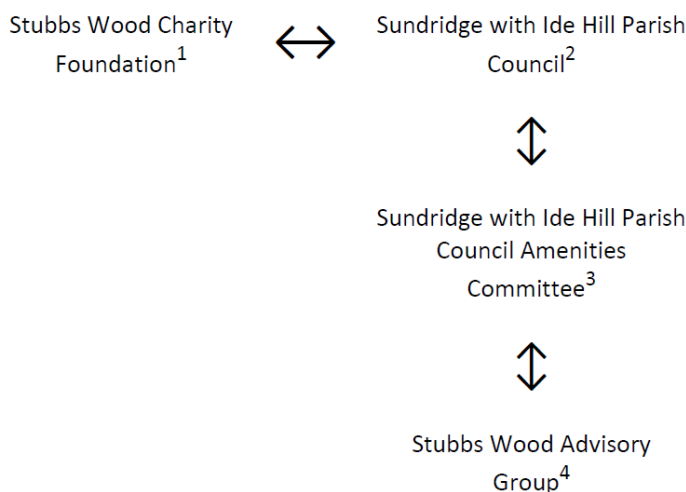
Meeting concluded at 5.30pm

Next Meeting will be 12th April 2018.

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STUBBS WOOD MANAGEMENT ARRANGEMENTS



¹ The Stubbs Wood Charity Foundation (the Charity) is a trust, the objects of which are as follows:-

'To promote for the benefit of the public the conservation protection and improvement of the physical and natural environment of Stubbs Wood'.

It is intended that this trust should in due course be registered as a charity. It is endowed with funds of approximately £15,000, and its trustees are all elected members of the Sundridge with Ide Hill PC.

² The freehold of Stubbs Wood (the Wood) is vested in the PC and accordingly it is the PC which has the power and the responsibility to manage and administer the Wood. It is intended that they should be assisted in this by the funds held by the Charity which can, if the trustees of the Charity so resolve, be made available to the PC for that purpose.

³ The amenities committee of the PC manages the Wood on a day to day basis on behalf of the PC, reporting back to it and seeking its authority for any actions or expenditure.

⁴ The Stubbs Wood Advisory Group is an informal group, without any constitution, which was formed on an ad hoc basis by the PC. It comprises a mixture of Councillors and local residents, and its purpose is to involve local residents in discussions as to the steps which the PC might consider taking in managing the Wood. The Advisory Group has no power unilaterally to take any action or incur any expenditure; it is advisory only and it is the PC which authorises expenditure and takes action, delegating those actions in such manner as it considers appropriate. However, ultimately it is the PC which takes responsibility for all aspects of the management of the Wood.

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AGENDA ITEM 9.1.1

Correspondence –March 19 to April 16 2018

1. KALC - Chief Executive's Bulletin 11 - 16 March 2018
2. KALC form Kent Police - Fraud Alert
3. KALC - Consultation - Refresh of Kent Joint Municipal Waste Management Strategy - deadline 27 April
4. KALC- Notes of Neighbourhood Planning (edition 20)
5. KALC - Local Government ethical standards - Stakeholder Consultation
6. Kent Police - Rural Liaison Team Report
7. Kent Highways - Temporary Road Closure – Yorks Hill, Ide Hill – from 7 October 2018 for up to 1 day – sent to all Cllrs
8. KALC - NALC Chief Executive's Bulletin 12 - 23 March 2018
9. KentCan - Kent In Brief
10. KALC - SECTION 137 EXPENDITURE: LIMIT FOR 2018/2018
11. KCC - Bus monthly updates enclosed for March 18
12. Cllr Lovegrove – from Kent Police - Kent Police statistics reveal sharp rise in defibrillator thefts across the county
13. KALC - NALC Chief Executive's Bulletin 13 - 29 March 2018
14. HWCAAG - Next HWCAAG meeting – sent to Cllr Lovegrove
15. Kent Can - Kent In Brief - Complimentary Edition
16. Kent Highways - Temporary Road Closure – Toys Hill, Brasted – from 29 May 2018 for up to 4 days – sent all Cllrs
17. KALC - Government Consultation: unauthorised developments and encampments

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AGENDA ITEM 9.1.2

On 3 Apr 2018, at 08:31, Avis Simons <avis.simons2@btinternet.com> wrote:

Dear Roni Lovegrove

I understand that there is to be a Parish Council meeting on Monday 16 April and wonder if the question of car parking in the village can be raised at this meeting?

Since the expansion of the village school and subsequent increase in pupil numbers, cars parking around the village green have increased considerably.

Parents are arriving at 2.30pm, in order to secure a space to collect their children at 3.30pm and the village is turned into an unsightly car park.

Vehicles are parked on the roundabout, making it impossible for bus, vans, lorries, or delivery vehicles to negotiate and they actually have to mount the grass to get by.

Some parents double park at the entrance to the church road, mounting the green with total disregard to the faded notice nearby, churning up mud and ruining the grass. Is it possible for a new and more prominent replacement notice?

Whilst I appreciate the dilemma of the parents, it is really not a satisfactory situation and getting much worse. If you are not the person to approach, could you please pass this message on.

With many thanks.

Avis Simons
Myrtle House
The Green

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Avis Simons
Myrtle House
The Green

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Sundridge with Ide Hill Parish Council

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AGENDA 9.2.1

username@ sundridgewithidehill-pc.gov.uk

i.e. clerk@sundridgewithidehill-pc.gov.uk

Username
clerk
rfo
john.evans
roni.lovegrove
mike.denbigh
don.baker
john.banbrook
trevor.jones
graham.hughes
ann.powell
stephan.buys
neil.meldan