

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet – July 16 2018

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

1. Apologies - Cllr Jones

3. **Minutes (enclosed) of the Parish Council meeting held on 18 June 2018 - attached**

4. Matters arising

- 1.0 Cllr Meldan has been contacted.
- 6.0 Cllr Furze will become a Member at this meeting.
- 7.3 **Code of Conduct – attached - you will be asked to sign a copy at the meeting.**
- 7.4 Standing Orders on Agenda
- 7.5 Grant sent to PCC
- 7.6 New line marked machine purchased.
- 7.7 Grass cutting on Agenda,
- 7.8 Security on Agenda
- 7.9 Coronation Gardens on Agenda.

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

Clerk is suggesting that the circumstances around Agenda Item 7.11 be discussed in confidence as this contains sensitive information about a member of the public.

2. **Items for decision and allocation of resources if necessary.**

- 7.1 To discuss and agree, if appropriate, the next actions with regard to speeding – results of speed survey undertaken attached.
- 7.2 To discuss and agree, if appropriate, the next actions with regard to cycle races in the Parish – attached
- 7.3 To discuss and agree, if appropriate, the next actions with regard to a sign for Ide Hill Village Green - attached
- 7.4 To discuss and agree, if appropriate, the next actions with regard to the village sign for Sundridge
- 7.5 To discuss and agree, if appropriate, the next actions with regard to Coronation Gardens
- 7.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground
- 7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract – Cllr Hughes met with Simon Kidd on Wednesday July 11 and will update at meeting.
- 7.8 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation - attached
- 7.9 To discuss and agree, if appropriate, the adoption of the Standing Orders - attached
- 7.10 To approve/note items payable and paid – updated
- 7.11 To discuss and agree, if appropriate, the request for a memorial on Ide Hill Recreation Ground - attached

8.0 Items for report

8.1 Amenities

- 8.1.1 To note the Clerk's Amenities Report – attached
- 8.1.2 To note the keyholders and security of Parish properties

8.2 Stubbs Wood

- 8.2.1 To receive update from Stubbs Wood Management Committee

8.3 Finance

- 8.3.1 To note Budget - attached
- 8.3.2 To note new hire agreement for Sundridge Village Hall - attached

8.4 Outside Bodies

- 8.4.1 To receive update on the Community Land Trust project
- 8.4.2 To note any reports from outside bodies.

9.0 Items for noting

9.1 Correspondence

- 9.1.1 To note correspondence - attached.

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

Sevenoaks Local Plan – see attached.

11. **Date of next meeting Monday September 17 2018 at Ide Hill Village Hall**

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet – July 16 2018

PARISH COUNCIL OF

Telephone: 07495 962372

SUNDRIDGE WITH IDE HILL

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, SUNDRIDGE** commencing at **7.00 p.m. on Monday 16 July 2018** to transact the

undermer *Ananda Sarao*.
Clerk

11 July 2018

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 18 June 2018
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
6. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960.
7. **Items for decision and allocation of resources if necessary.**
 - 7.1 To discuss and agree, if appropriate, the next actions with regard to speeding
 - 7.2 To discuss and agree, if appropriate, the next actions with regard to cycle races in the Parish
 - 7.3 To discuss and agree, if appropriate, the next actions with regard to a sign for Ide Hill Village Green
 - 7.4 To discuss and agree, if appropriate, the next actions with regard to the village sign for Sundridge
 - 7.5 To discuss and agree, if appropriate, the next actions with regard to Coronation Gardens
 - 7.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground
 - 7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract
 - 7.8 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
 - 7.9 To discuss and agree, if appropriate, the adoption of the Standing Orders
 - 7.10 To approve/note items payable and paid
 - 7.11 To discuss and agree, if appropriate, the request for a memorial on Ide Hill Recreation Ground
- 8.0 **Items for report**
 - 8.1 **Amenities**
 - 8.1.1 To note the Clerk's Amenities Report
 - 8.1.2 To note the keyholders to Parish properties
 - 8.2 **Stubbs Wood**
 - 8.2.1 To receive update from Stubbs Wood Management Committee
 - 8.3 **Finance**
 - 8.3.1 To note Budget
 - 8.3.2 To note new hire agreement for Sundridge Village Hall
 - 8.4 **Outside Bodies**
 - 8.4.1 To receive update on the Community Land Trust project
 - 8.4.2 To note any reports from outside bodies.
- 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 September 17 2018 at Ide Hill Village Hall**

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

AGENDA ITEM 3.0

Sundridge with Ide Hill Parish Council
Minutes of Full Council Meeting
Monday 18 June 2018, 6.30 pm Ide Hill Village Hall

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

Attendance: Amanda Barlow (Clerk), Fiona Hensher (RFO) (in part) and 1 member of the public

3. To receive apologies and reasons for absence.
*Apologies were received and accepted from Cllrs Lovegrove, Banbrook and Hughes. Cllr Meldan's apologies were not accepted. **It was agreed to send a letter to Cllr Meldan. (Action: Clerk)***
4. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
None.
5. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 14 May 2018.
The minutes were signed as a true and accurate record.
6. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
 - 5.5.7.3 *The Clerk has advised Kent Police of the locations.*
 - 7.1 *GDPR on Agenda.*
 - 7.2 *The bin for Stubbs Wood has been purchased and located.*
 - 7.3 *The Clerk has advised Sundridge & Brasted Primary School that they can use the recreation ground on 5 July 2018 free of charge.*
 - 7.4 *Sundridge Village Hall - Naos floors have been appointed to carry out the work which will be done in the summer holidays.*
 - 7.6. *Clerk has advised Ide Hill Football Club regarding the grant of £750 and applying for planning permission.*
 - 7.7 *Grant of £300.00 sent to Kent Air Ambulance*
7. **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.
Members asked the prospective candidate some questions.
8. **To co-opt a member to the Council** following the vacancy arising as a result of Andy Edmonds' decision to resign as a Councillor
Members resolved unanimously to co-opt Paulette Furze as a Member of the Sundridge with Ide Hill Parish Council. (Action: Clerk)
9. **Items for decision and allocation of resources if necessary.**
 - 7.1 Annual Return 2017/18
 - 7.1.1 To approve Annual Governance Statements for 2017/18
Members resolved to approve the Annual Governance Statements for 2017/18.
 - 7.1.2 To approve Accounting Statements for 2017/18
Members resolved to approve the Accounting Statements for 2017/18.

Members agreed to take the items concerning the RFO so that she could leave the meeting due to her limited hours of employment.

 - 7.10 To approve/note items payable and paid
Members resolved to approve items paid and payable to the amount of £9,258.66.
- 8.3 Finance
 - 8.3.1 To note Budget
Noted. Members stated their concern over the rising cost of electricity and agreed to look at other options.
 - 8.3.2 To note dates of the Finance Committee Meetings
Noted. 11 September 2018.
- 7.2 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation
Members noted that a meeting is to take place with the working party. (Action: Clerk)
- 7.3 To discuss and agree, if appropriate, adopting the Code of Conduct
Members agreed to adopt the Code of Conduct as presented and Members agreed to sign a copy at the next meeting. (Action: Clerk).
- 7.4 To discuss and agree, if appropriate, adopting the Standing Orders
Members agreed to adopt the Standing Orders and asked the Clerk to complete the items with variants.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

7.5 To discuss and agree, if appropriate, giving a grant to the PCC of Sundridge with Ide Hill and Toys Hill for grass cutting

Members agreed to award a grant of £1,995.00 for grass cutting to the PCC of Sundridge with Ide Hill and Toys.

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

Members agreed to purchase the line marker for the Sundridge Recreation Ground. (Action: RFO).

7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract

Cllr Denbigh advised that Goathurst Common has now been cut to an acceptable standard.

Members resolved that the Clerk should email Landscape Services and arrange a meeting with Simon Kidd to discuss the problems. (Action: Clerk)

7.8 To discuss and agree, if appropriate, a request to use the Stubbs Wood car park for a bike race

Members resolved that the car park at Stubbs Wood could be used for a bike race as requested. (Action: Clerk)

7.9 To adopt the Planning Committee meeting minutes of 21 May 2018

Members resolved to adopt the Planning Committee meeting minutes of 21 May 2018 (not yet approved).

8.0 Items for report

8.1 Amenities

8.1.1 To note the minutes of the Amenities Committee meeting held on 11 June 2018

Noted.

8.1.2 To note the Clerk's Amenities Report

Noted.

8.1.3 To note the keyholders to Parish properties

The Clerk agreed to look into the issue of security and keys. (Action: Clerk).

8.2 Stubbs Wood

8.2.1 To note minutes of Stubbs Wood Management Committee held on 11 June 2018

Noted.

8.3 Outside Bodies

8.3.1 To receive update on the Community Land Trust project

Noted.

8.3.2 To note any reports from outside bodies.

8.3.2.1 To note the minutes of the meeting of the High Weald Aviation Action Group

Noted.

9.0 Items for noting

9.1 Correspondence

9.1.1 To note correspondence.

Noted.

9.1.2 Email from Cllr Piper on Broadband

Noted.

9.1.3 Email from Cllr Piper on Safer Car Parking

Noted.

9.1.4 Email regarding speeding from PCSO Eleanor Collins 46059080

Noted.

9.2 Email Addresses

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

All Members except Cllr Meldan are using their Parish Council email addresses.

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

Cllr Evans advised that the Clerk will need to get quotes to look at the trees in Coronation Gardens as there are some trees which need urgent attention. Members agreed that the Clerk should get quotes from several companies. (Action: Clerk).

11. Date of next meeting is Monday 16 July 2018 at Sundridge Village Hall

Noted.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Sundridge with Ide Hill Parish Council Items Payable and Paid


Cheque Payments up to 18th June, 2018

Cheque No	Payee	Details	Total Payable £	VAT £	Basic Amount £
713	Nick Clark		55.00	-	55.00
714	Steve Brentnall	Internal Auditor	370.00	-	370.00
715	Kent County Council	Photocopying	69.72	11.62	58.10
716	UK Power Networks	Column & repairs	644.40	107.40	537.00
717	Mr J Brett	Sundridge Recreation	1400.00	0.00	1400.00
718	N.B.C inv 26	Sun Vill Hall	120.00	-	120.00
719	N.B.C inv 27	sun Vill Hall	120.00	-	120.00
720	N.B.C Inv 28	Sun Vill Hall	150.00	-	150.00
721	Mrs F Hensher	RFO Salary	265.90	-	265.90
722	Mrs A Barlow/G Barlow	Clerks Salary	829.64	-	829.64
723	Inland Revenue	Tax & NI	1,115.44	-	1,115.44
724	Nick's helping hand	Sun Vill Hall	20.00	-	20.00
725	Sevenoaks DC	Dog Bins	425.88	70.98	354.90
726	Mrs A Barlow/G Barlow	Clerks expenses	161.18	-	161.18
727	Mrs F Hensher	Rfo Expenses	64.74	-	64.74
728	Vision ict	Website/emails	144.72	24.12	120.60
729	Mr M Denbeigh	Keys for Stubbs Wood	38.99	6.50	32.49
730	the Parish noticebaord company	noticeboard	474.00	79.00	395.00
731	Grass Cutting Grant	Grant	1,965.00	-	1,965.00
734	Ide Hill Village Hall Management committee	Ide Village Hall	44.00	-	44.00
732	Mrs A Powell	APM expenses	33.00	-	33.00
733	Streettlights	Repairs	9.60	1.60	8.00
735	Kent & Sussex Air Ambulance	Grant	300.00	-	300.00
736	J evans	Keys and Padlocks	17.45	-	17.45
737	Sevenoaks DC	New litter bin in Stubbs Wood car park	420.00	70.00	350.00
			9,258.66	371.22	8,887.44

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Correspondence –May 12 to June 14 2018

1. KALC - Event Announcement: Annual Councillors' Conference 2018, 10 July 2018 – sent to all Cllrs
2. Kent Can – Kent In Brief - Complimentary Edition
3. KALC - FW: NALC Chief Executive's bulletin – 11 May 2018
4. KALC - Enjoy the countryside responsibly with your dog campaign
5. KALC NEWS - MAY 2018
6. KALC - FW: GA/NALC Guide - Principal and local councils working in partnership
7. KALC - Chief executive's bulletin – 18 May 2018
8. KALC - NALC Chief Executive's Bulletin 21 - 25 May 2018
9. KALC - Message from Kent Police
10. KALC - GDPR - Conference for Elected Members County Hall Maidstone
11. KALC - NALC Chief Executive's Bulletin 22 - 1 June 2018
12. KCC - Bus monthly updates enclosed for May 2018
13. KALC - Highways England - Operation Stack Listening Exercise - deadline 22 July
14. KALC -  NALC Annual Conference 2018
15. Kent Police - Newsletter May 2018
16. SDC - Community Infrastructure Levy (CIL) Spending Board - 8 May 2018 -Minutes
17. SDC - Invitation: Public events in west Kent to discuss local care hubs – sent to all Cllrs
18. SDC - Finance Advisory Committee - 5 June 2018 – Minutes
19. SDC - Cabinet - 7 June 2018 – Minutes
20. Sevenoaks District Council: Sevenoaks District Council secures over £1.2m to fund local projects- sent to all Cllrs
21. SDC - June newsletter
22. SDC - [Health Liaison Board – 23 May 2018 - Minutes](#)
23. SDC - [01 \(2018/2019\) Local Lettings Plan for Woodlands Court Northview Swanley](#)
24. Kent Pond and Tree wardens - June/July upcoming events
25. Kent Highways - Temporary Road Closure – Coles Lane, Brasted – from 7 September 2018 for up to 1 month – sent to all Cllrs
26. Kent Highways - Fw: Temporary Road Closure – Coles Lane, Brasted – from 9 July 2018 for up to 1 month – sent to all Cllrs
27. Sevenoaks District CPRE

Sundridge with Ide Hill Parish Council
Document Pack Information Sheet –July 16 2018

AGENDA ITEM 3.7.3 – CODE OF CONDUCT previously circulated – All Members to sign.

AGENDA ITEM 7.1 – Attached as a separate document.

AGENDA ITEM 7.2

-----Original Message-----

From: "Linda Stiles" <linda.stiles@btinternet.com>

Sent: Saturday, 7 July, 2018 18:43

To: clerk@sundridgewithidehill-pc.gov.uk

Subject: Everlands Estate - Ide Hill

Dear Amanda,

Don't know if you can help however I have been trying to contact John Evans with a problem with a cycle race that came past our estate last weekend & which also went on down to four elms.

Not content with littering the country side with their plastic signs that some of the cycle clubs leave tied to public signs. Last week they also drew graffiti in the road near Stubbs wood & by Gracious lane bridge in luminous red paint. I have also seen the same red paint in the road all the way to Four Elms. I was hoping that this week some one would come & clean it up however there has been no sign, It is still there.

Surely they can not just come & do this graffiti in the public roads, Can they?. It is very confusing and dangerous for drivers let alone looking awful. Perhaps it makes them feel more at home in the country side if they see a bit of graffiti that they are used to seeing in towns.

A very cross and fed up with litter! And being held prisoner by cyclists every weekend.

Linda Stiles

AGENDA ITEM 7.3

-----Original Message-----

From: "Avis Simons" <avis.simons@outlook.com>

Sent: Monday, 25 June, 2018 07:03

To: "clerk@sundridgewithidehill-pc.gov.uk" <clerk@sundridgewithidehill-pc.gov.uk>

Subject: Re: RE: FW:

Thank you. However, I don't think it is so much a suggestion, as an essential replacement of a previous notice, in order to preserve the look and character of the village. It is seriously in danger of becoming a big car park!

Kind regards

Avis Simons

Sent from my iPhone

On 25 Jun 2018, at 06:27, "clerk@sundridgewithidehill-pc.gov.uk" <clerk@sundridgewithidehill-pc.gov.uk> wrote:

Dear Ms Simons

Thank you for your email. I will put forward your suggestion to the Members at the next Full Council Meeting in July.

with best wishes

Amanda Barlow

From: Avis Simons

Sent: 19 June 2018 14:40

To: 'Amanda Barlow' <pc.swih@hotmail.com>

Subject: RE:

Dear Amanda

I have spoken with Cllr Baker and the Headmistress of Ide Hill School regarding the parking and unfortunately it seems that there is little that can be done, apart from appealing to parents to have consideration and respect for residents.

I wonder however, if the dilapidated Council Notice requesting that there be 'no parking on the village green' can be replaced with a new Notice. It has rotted and fallen down and today there is a van parked on the green. I do feel that people will think this is a good idea, which might be fine in the current warm weather, but could be particularly disastrous and churn up mud in wet conditions.

I would appreciate a reply to this e-mail please.

Thank you.

Kind regards,
Avis Simons

AGENDA ITEM 7.6

Accessing the Pavilion

At the meeting with Chipstead Football Club they advised that all other Parish Councils use a key safe system (as at the Village Hall).

The RFO has sought advice from the Insurance Company and they have confirmed:

-----Original Message-----

From: Linda Allport <linda.allport@zurichtogether.co.uk>

Sent: 04 July 2018 17:03

To: rfo.swih@hotmail.com

Subject: FW: Sundridge with Ide PC

Hi Fiona

The council do not need to be present when hiring out the pavilion, however, a hire agreement should be in place, if it isn't already. This ensures both parties understand their part.

It does not have to be a member of the PC to open and unlock, although, it would be prudent to limit keyholders and of course, be satisfied of their reliability.

Zurich will only cover external key safes which are: C500, Model LP51175 security rating.

I hope that helps.

Kind regards

Linda

Linda Allport
Customer Account Manager (Cert CII)

Direct: 01243 832118

Email: linda.allport@zurichtogether.co.uk



Trust. Quality. Passion.

Call us on 01905 770 333
Email sales@keysafe.co.uk

C500 Police Accredited KeySafe™

£59.94

Product Code: 002049

Overview

The Supra C500 Outdoor Key Safe was designed after extensive consultation with users to be the ultimate in key box usability and security.

The C500 has been put through its paces to achieve LPS 1175 : Issue 6, Security Rating 1. LPCB certificate number 1062a (Find out more) security rating which means it has undergone a series of rigorous and demanding tests devised by security experts (The LPCB) who concluded that, when installed as directed, the Supra C500 is as attack resistant as a domestic front door. This accreditation is recognised by Secured By Design's Police Preferred Specifications, as well as by leading home insurance companies.

Please note to maintain the Police Accreditation the C500 must be installed into brick or dense concrete, not breeze block or mortar. When installed and used as intended, this key safe is covered by a 5 year guarantee against manufacturing faults.

This key safe is supplied complete with a weather cover and 4 x wall tapping screws that do not require wall plugs

If installing yourself, you may need a T30 Screwdriver and 5mmx110mm Drill Bit

Order through our secure payment gateway before 3:45pm for free next working day delivery.



Features

- Weight: 1,710g
- The C500 is the ONLY Police accredited key safe tested on external walls
- The C500 has achieved an independent security rating from the the LPCB (Loss Prevention Certification Board) to LPS1175 : Issue 6, Security Rating 1 which is devised by independent experts, including the Police, and the Association of British Insurers.
- The large 81.3x50.8mm vault of the C500 allows you to store between 1 and 6 keys depending on key type and length (5-6 Yale type or 2-5 Chubb style keys)
- It has an integral hook to ensure easy access to keys (65mm from hook to base)
- It takes just 4 simple steps to access the keys stored inside a C500
- There are over 4,000 possible combinations
- You can change your code as many times as you want to maintain security
- It is constructed from Zinc Alloy making it attack resistant
- It is rust and water resistant and can be used in temperatures from - 32°C to 68°C.
- Includes a rigid black weather cover to protect it from the elements which, as an added security feature, acts to shield the key safe fascia from view

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

- Your C500 will come with a set of our recommended fixings which must be used to maintain the Police Accreditation. These are self tapping masonry screws that fix into brick or concrete without the need for rawl plugs

Approximate Measurements

	Height	Width	Depth
External*	149.35mm (5 7/8")	81.03mm (3 3/16")	63.5mm (2 1/2")
Internal*	81.28mm (3 3/64")	50.8mm (2")	22.86mm (29/32")

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Information from Cllr Jones

Following our meeting with Alan Black and the general discussions around the proposed agreement we agreed that we would provide a draft to send them for consideration.

I attach my suggested draft for your consideration and comment.

The costs of running the pitches and pavilion are as far as can be ascertained at present:

Line Marking	£ 1,400.00
Electricity and Gas	£ 1,745.00
Water	£ 960.00
Cleaning	<u>£ 350.00</u>
TOTAL	£4,455.00

These costs exclude insurances, grass cutting and general run of the mill maintenance so the actual annual cost is considerably more than stated.

Having considered the income of around £3,400.00 pa as opposed to the cost of running the pavilion and pitches of at the very minimum of £4,500.00 we really ought to consider a substantial uplift of the rent.

We were told by the club representatives that the normal cost of pitch hire elsewhere for senior matches is circa £60.00 per match, Juniors £40.00 per match and Minis £25.00 per match.

Assuming a 32 week season and say 25 playing days of the 32 (more likely more) we might conclude that the cost on a match by match basis might be:

Senior matches 25 @ £60.00 =	£1,500.00
Junior matches 3 x 25 @ £40.00 =	£3,000.00
Mini matches 4 x 25 @ £25.00 =	<u>£2,500.00</u>
TOTAL	£7,000.00

I am not suggesting that we should charge that as it might cause CFC to leave, but it gives us an indication that an uplift to nearer covering the cost would not be unreasonable.

We must remember however that a number of local boys are members of CFC so it has to some extent some local use.

Your views on the rental would be appreciated.

FYI, Amanda has been approached by another small club re using the pitches and if we could also get some interest from Radnor House then this might offset the deficit and make this letting profitable.

AGENDA ITEM 7.8

Agenda Item 7.8

The GDPR Working Party met on 2 July 2018.

The following was proposed:

1. Email sent to all Members regarding holding information.

As part of the process of compliance with The General Data Protection Regulations, it is necessary to undertake an audit of all information held by the PC and individual Councillors relating to personal information on parish businesses, residents, contractors, and any other person or organisation that has communicated with the PC or any Councillor relating to PC business.

Whilst the handling and control of centrally held information is relatively easy to manage, dealing with information held by individual Councillors could be a very complicated and time-consuming procedure for us all.

As the policy of the PC is for all such information to be held by the Clerk and/or RFO only and for all parish correspondence now to be referred to and flow through the Clerk it has therefore been agreed that a more practical way of addressing this matter would be for all Councillors to forthwith delete all information they may hold to which the GDPR would apply, leaving only centrally held information.

However, where any Councillor is of the opinion that information held by him/her is of sufficient importance to be retained by the PC, it should be forwarded to the Parish Clerk for her to record and retain prior to deletion from that Councillor's records.

Please forward any information that you wish the PC to retain to the Clerk as soon as possible so that deletion of individually held information can be undertaken by the end of July. If you have any information that is of a financial nature please pass to the RFO.

2. It was agreed to put forward the following policies for Full Council Approval.

- Privacy Policy - attached
- Cookies Information – attached
- Freedom of Information – attached

3. The following wording was agreed for emails and forms

Wording for Forms and Emails

General Data Protection Regulations

Any personal information such as name, postal address, telephone number and email address given via this website/form will only be used to provide a requested service or in connection with the specific matter to which it refers, kept for as long as necessary to provide that service, complete that matter and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

4. It was agreed that appropriate wording would be included in all new hire agreements.

5. DPO/GDPR Policy

NALC recently issued the following statement.

Data Protection Act 2018 and GDPR

- *The long wait is over as the General Data Protection Regulation (GDPR) as well as the [Data Protection Act 2018](#) came into force today! A big thank you again for your help with our successful campaign to mitigate the impact of GDPR on our councils which resulted in Clause 7 (3) of the Act exempting councils from the requirement to appoint a Data Protection Officer. We have issued a number of briefings on the new data protection regime over the past year and we will be updating our guidance including Legal Topic Note 38.*

JONATHAN OWEN
CHIEF EXECUTIVE
NATIONAL ASSOCIATION OF LOCAL COUNCILS

The Clerk is in contact with KALC to see whether the PC should appoint at DPO and the GDPR Policy will reflect the outcome.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

FREEDOM OF INFORMATION

1. Introduction

1.1 The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them.

1.2 The council will comply with the requirements of the act, and in particular will:

- Make as much information as possible available via the publication scheme
- Respond to requests for information as quickly as possible, and in any event, within the statutory timescales
- Where, exceptionally, we believe it is not going to be possible to respond fully within the statutory timescale (for example, where we have to consider the public interest tests), we will:
 - Advise you why, and give an estimated date by which the information will be provided, and
 - Provide as much of the information as possible within the earlier timescale
- Apply exemptions appropriately and consistently
- Ensure that any fees charged are calculated appropriately and consistently

2. How to make a request

2.1 A large amount of information is freely available on the council's website, which can be found at www.sundridgewithidehill-pc.gov.uk

2.2 If you are unable to find the information you are looking for, you can request the information directly from the council.

2.3 The preferred method for requesting information from the council is in writing; either email or letter, to ensure the request is clearly understood. Requests should be made to:

11 Clover Way

Paddock Wood

Kent TN12 6bQ

Or via email clerk@sundridgewithidehill-pc.gov.uk

2.4 The request should provide as full a description as possible of the information you require, and your preferred method for receiving the information.

3. Complaints

3.1 The council would normally expect the Clerk or other named officer to understand what information you have asked for and be able to tell you where you can find it. If the information you received is not what you asked for or need, you should contact the Clerk or named officer to clarify your requirements.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

3.2 If you believe that the council has not dealt with your request fairly and it cannot be resolved on an informal basis, you should follow our complaints procedure.

3.3 If you have followed our complaints procedure and are still not happy with how we have dealt with your request, you may also contact the Information Commissioner's Office to ask them to investigate further. They can be contacted at:

Postal address: The Information Commissioner's Office
 Wycliffe House, Water Lane
 Wilmslow, Cheshire
 SK9 5AF

Website: www.ico.gov.uk

Telephone: 0303 123 1113

4. Charges

4.1 Charges made by the council in relation to the publication scheme will be justified, transparent and kept to a minimum.

4.2 Information which is published and accessed on the council's website is provided free of charge.

4.3 Charges will be made for actual disbursements incurred as detailed below:

DESCRIPTION	BASIS OF CHARGE
Photocopying @ 10p per A4 sheet (black & white only)	Actual cost incurred
Photocopying @ 12p per A3 sheet (black & white only)	Actual cost incurred
Postage	Actual cost of Royal Mail standard 2 nd class postage

Cookies Information

To help improve this site we place small files, known as cookies, onto your computer.

Our cookies are there to make the site work better for you, and to allow you to use services while logged in.

They do this by:

- measuring how you use the website so we can improve it to meet your needs
- ensuring the website works properly
- remember the notifications you've seen so that we don't show them to you again
- identifying you once you've logged in to the site if log in required.

You can manage these small files as you wish. You can even decide to stop any site from using them.

To learn more about cookies and how to manage them visit AboutCookies.org.

How we use cookies

We use cookies for several purposes on this website – we've listed each of them below with more details about why we use them and how long they'll last.

Measuring website usage (Google Analytics)

We use Google Analytics to collect information about how people use our site, and rough demographics as to what groups of people are using our site. We do this to make sure it's meeting your needs and to understand how we could improve it. You can [opt out of Google Analytics tracking](#).

Google Analytics stores information about:

- the pages you visit
- how long you spend on each page
- how you got to the site
- what you click on while you're here
- your broad demographic profile (age range, gender, interests)

We do not collect or store your personal information (e.g. your name or address) so this information cannot be used to identify who you are.

Website operation

The system that runs our website sets cookies to allow it to run smoothly.

Logged in access

Our system uses cookies to allow you to log into the site, and access restricted content and services if required.

Twitter and Facebook

We allow Twitter and Facebook to track users visiting our website. This is so we can monitor the effectiveness of our social advertising and promotional campaigns, and to help us share our content to the most relevant audiences.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

This information is also used by Twitter and Facebook to provide targeted promotional posts or adverts. We cannot see the personal data of any individual user.

You can opt-out of the collection and use of such information for targeting by visiting the [Digital Advertising Alliance](#). See more about [do not track](#) or [Twitter's privacy policy](#) or [Facebook's privacy policy](#).

NB: Cookie guidance wording adapted from [gov.uk](#), shared under the [Open Government Licence](#).

Privacy Policy Last updated: July 2018

Sundridge with Ide Hill Parish Council (“us”, “we”, or “our”) operates <http://www.sundridgewithidehill-pc.gov.uk>. This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing and improving the Site. By using the Site, you agree to the collection and use of information in accordance with this policy.

Information Collection and Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information may include, but is not limited to your name (“Personal Information”). We may also run surveys from time-to-time, using third party websites such as Survey Monkey. We strive to anonymise the data we collect, and only use it for the improvement of the services we offer.

Log Data

Like many site operators, we collect information that your browser sends whenever you visit our Site (“Log Data”).

This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this... This data is completely anonymised, and does not include personal information such as name or email address.

Communications

We may use your Personal Information to contact you with newsletters, should you opt into them.

Cookies

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer’s hard drive.

Like many sites, we use “cookies” to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site. Please see our Cookie Policy for more information.

Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Changes to This Privacy Policy

This Privacy Policy is effective as of May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

Contact Us: If you have any questions about this Privacy Policy, please contact us.

AGENDA ITEM 7.9 – Standing Orders – attached separately

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

AGENDA ITEM 7.10

Sundridge with Ide Hill Parish Council Items Payable and Paid					
Cheque Payments up to 18th July, 2018					
Cheque No	Payee	Details	Total Payable £	VAT £	Basic Amount £
738	naos	Wooden Flooring Sun Vill Hall Deposit	1,200.00	200.00	1,000.00
739	SDC	Quarterly Dog bin charge	439.92	73.32	366.60
740	Mr P Williams	Hedge Cutting	96.00	16.00	80.00
741	Maxwell Amenity Ltd	Sun Rec Ground	528.00	88.00	440.00
742	Eon	Streetlights	984.44	-	984.00
743	Mr G Hughes	Keys Sun rec	24.00	-	24.00
744	Mrs F Hensher	RFO Salary	186.67	-	186.67
745	Mrs A Barlow/G Barlow	Clerks Salary	803.41	-	803.41
746	Mrs A Barlow/G Barlow	Clerks expenses	133.28	-	133.28
747	Mrs F Hensher	Rfo Expenses	73.38	-	76.38
748	Scottish Power	Sundridge Village Hall Gas	339.36		
749	Scottish Power	Sundridge Village Hall Electricity	119.28	-	
		Total	4,927.74	377.32	4,094.34

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Agenda Item 7.11 - Confidential

AGENDA ITEM 8.1.1

Clerk's Amenities Report for Full Council 16 July 2018

1. Sundridge Village Hall

- 1.1 Floors – Naos Floors have been appointed to do the floors and these will be done during the summer holidays as there are fewer renters during this period.
- 1.2 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.
- 1.3 Gas Bill
The bill has now been settled.

1.4 Hirers

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

Monday – Puppy School – private lessons as and when plus Parish Council meetings

Tuesday – Dance School – 1.45 hours

Wednesday Puppy School – 2 hours

Thursday – Puppy School – 2 hours (until July)

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 and weekend.

1.5 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.

1.6 Contracts

The Clerk and RFO will be putting together new contracts for both the long term regular hirers and the casual hiring contract. Cllr Jones has been asked to hold with the negotiations. The contracts will include reference to the GDPR.

2.0 Grass Cutting Contract

The new grass cutting contract started on 1 April 2018. There have been some serious complaints and issues over the cutting. Cllr Hughes met with Simon Kidd of Landscape Services on Wednesday July 11 and he will update at the Full Council meeting.

3.1 Security measures

Clerk is waiting to contact the ironmonger to do the work.

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

- 3.3 The locks have been replaced again and the Parish Council now have keys. However this situation needs to be resolved and there is an item on the Agenda to discuss this item.

- 3.4 The Amenities Committee agreed that the Parish Council would accept £3,400 as payment for use of the recreation ground from Chipstead Football Club. The Clerk, RFO, Cllr Jones and Cllr Hughes met with Club and details are to be discussed at the Full Council Meeting.

4.0 Bowers Meadow

Birchfields have carried out the work and the invoice has been paid. There seem to have been many complaints about Bowers Meadow and this is something that the Members will need to address.

5.0 Notice Boards

The Notice Boards have now been installed and several residents have commented on how nice look.



6.0 Bus Shelters

The bus shelters have been repaired and the invoice paid.

7.0 Stubbs Wood

The Clerk has sent out the Tree Survey Tender to the following companies and the deadline for response was 30 June 2018.

Treecraft Ltd, Rushmore Hill, Hillside Farm, Knockholt, Sevenoaks TN14 7NL
Aspen Tree Services Wierton Hall, E Hall Hill, Boughton Monchelsea, Maidstone ME17 4JU
Bartlett Tree Experts Sepham Farm, Filston Ln, Shoreham, Kent TN14 5JT
TreeAbility Ltd Ightham, Sevenoaks Please check full address - 01732 440050
Down to Earth Trees Ltd Preston Farm, Shoreham Rd, Sevenoaks TN14 7UD
Chartfords Trees Ltd 93 Hazelwood Rd, Oxted RH8 0JA
SL TreeCare Ltd Lochinvar, Kingsingfield Road, West Kingsdown Kent TN15 6LH

3 companies responded and these were sent to Cllr Baker for discussion by the Management Committee.

Fly Tipping – A member of the public has asked the PC to send a letter to those houses bordering Stubbs Wood to advise about fly tipping. The PC will need to take further advice before doing this.

8.0 Ide Hill Football Club

The Clerk has advised Ide Hill Football Club they the Parish will contribute £750 towards the container but they must obtain Planning permission. There has been n further communication.

9.0 Ide Hill Recreation Ground

Cllr Denbigh reported that some new bollards were required at Ide Hill Recreation Ground. Cllr Evans kindly donated 6 bollards and the Clerk instructed Birchfields to install them.

10.0 Asset Register

The Clerk and Chair of Amenities will be arranging for the asset register to be prepared and agreed over the summer.

11.0 Land Registry

The Clerk and Cllr Jones are discussing checking that all the properties have been registered and will contact the Land Registry.

Sundridge with Ide Hill Parish Council
Document Pack Information Sheet –July 16 2018
The Stubbs Wood Management Advisory Group:

Meeting Notes 6th July 2018 at 11.30am

Attendance:

Richard Don, Dominic Rossi, Graham Hughes, Caroline Lingham, Don Baker, Roni Lovegrove.

Apologies: Clive Witton, Stephen Palmer

The following items on the Agenda were discussed:

Dominic Rossi was welcomed as a newcomer to the Group who will undertake the organisation and supervision of the volunteer's programme for Stubbs Wood.

1) Tree Survey: There was a response from 3 contractors to undertake the work recommended by the Tree Survey which had been received in sealed envelopes from the Parish Clerk.

The meeting examined and marked each quotation/tender against a set of criteria previously agreed by the Group. Each tender being marked independently by each member of the Group.

Unanimously, the members of the Group all choose the same order from the selection process as follows:

- 1) TreeAbility - £5,130 plus VAT
- 2) Down To Earth Trees Ltd - £6,931.32 plus VAT
- 3) SL TreeCare Ltd - £8,173.75 plus VAT

A/P: The Group agreed to recommend that TreeAbility should be selected as the successful contractors to carry out the work highlighted in the Tree Survey and the quotation/tender documents. Following full Council approval on 16th July then the PC should instruct TreeAbility accordingly.

2) Management Plan Update: – Caroline updated the Group on the progress of the Man. Plan. And stated that the initial approval process had taken place without any issues and we should expect to hear from the FC after a further 5 weeks following registration and update procedures.

A/P The Group agreed to pursue the availability of grants and the procedures to establish if we can benefit from any grants available. We will focus on this issue at the next meeting.

3) York Hill Repairs: DMB stated that he would chase the PC to instruct Deano to repair the pothole in the entrance to the car park at Stubbs Wood.

A/P: PC to instruct Deano to repair pothole.

4) Volunteer Scheme: Dominic reported back on the second workday which had proved most beneficial. Again the Group recommended to the Parish Council that the volunteers should be thanked for their efforts and suggested that this may best be undertaken by enabling an amount of firewood to be given to each volunteer when the tree survey is carried out.

The Group expressed their appreciation for the work carried out at the Stubbs Wood Car Park and discussed the best way forward for the volunteer's scheme.

Richard Don explained that the PC were vulnerable to legal action due to the restrictive nature of the Wildlife and SSSI regulations and suggested that an expert such as Julian Miller was asked to provide a definitive response to questions about the volunteers work which would enable the volunteers to work in the knowledge that they were not contravening any legislation. After a healthy debate it was decided to approach Julian Miller to establish the cost of this service with specific questions arising from the volunteers work group.

A local contractor with qualifications and licence will be asked to spray the Japanese Knotweed next to the car park area.

A/P: Richard Don, Roni and Dominic composed a suitable letter of questions for Julian Miller and he has already responded while on holiday in Greece that the advice is likely to cost a total of £180 plus VAT. He has been instructed to carry out this advice in the hope that it will be available for Tuesday 17th July, which is the next volunteers work day.

Meeting concluded at 13.30pm

Next Meeting will be arranged around the grant adviser.

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

AGENDA ITEM 8.3.1

Income

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
100	Precept	£31,000.00	£62,000.00	£31,000.00	
101	Grants				
103	Sevenoaks District Council				
104	Evans Cycle				
105	Misc	£358.77			
1000	Hall hire	£156.00	£1,000.00		
1001	Puppy school	£291.50	£2,000.00		
1002	Dance School	£886.87	£2,500.00		
1006	Recreation Ground		£3,500.00		
106	VAT	£8,317.26			
	Sub-total	£41,010.40	£71,000.00		
1005					
	Total Income	£41,010.40	£71,000.00		

Sundridge with Ide Hill Parish Council
Document Pack Information Sheet –July 16 2018

Sundridge & Ide Hill Budget for 2017/18

Overhead costs

Code	Description	Actual	Budget	Actual vs Budget		Recommendations
<u>Clerk & RFO Expenses</u>						
400	Clerks & RFO Salary	£3,296.01	£14,500.00	-£11,203.99	-77.27%	
401	Clerk & RFO Tax & NI	£1,115.44	£1,500.00	-£384.56	-25.64%	
402	Retirement Gratuity		£600.00	-£600.00		
403	Travel Expenses	£389.79	£1,000.00	-£610.21	-61.02%	
	Totals	£4,801.24	£17,600.00	-£12,798.76	-72.72%	
<u>Members Expenses</u>						
500	Chairmans Allowance		£400.00	-£400.00		
501	Members Allowance		£1,100.00	-£1,100.00	-100.00%	
502	Election Expenses		£500.00	-£500.00		
	Totals	£0.00	£2,000.00	-£2,000.00	-100.00%	
<u>Administration Costs</u>						
600	Insurance Main Policy		£1,350.00	-£1,350.00	-100.00%	
601	Insurance Sundridge Rec		£150.00	-£150.00	-100.00%	
602	Postage & Delivery	£69.13	£150.00	-£80.87	-53.91%	
603	Printing		£50.00	-£50.00	-100.00%	
604	Photocopying	£310.30	£400.00	-£89.70	-22.43%	
605	Stationary	£47.24	£100.00	-£52.76	-52.76%	
606	Subscriptions		£1,100.00	-£1,100.00	-100.00%	
607	Telephone	£170.61	£250.00	-£79.39	-31.76%	
608	Hire of Village Ide Hill hall		£150.00	-£150.00	-100.00%	
609	Equipment Software	£519.99	£325.00	£194.99	60.00%	
610	Misc Contingency	£35.92	£300.00	-£264.08	-88.03%	
611	Training		£170.00	-£170.00	-100.00%	
612	Aviation Group Clerk		£125.00	-£125.00	-100.00%	
613	Village Plans			£0.00		
615	Website Development	£144.72	£1,000.00	-£855.28	-85.53%	
616	Wi Fi			£0.00		
	Totals	£1,297.91	£5,620.00	-£4,322.09	-76.91%	
<u>Professional Services</u>						
6000	Legal		£1,500.00	-£1,500.00	-100.00%	
6001	Payroll and Auditor	£542.17	£1,000.00	-£457.83	-45.78%	
	Totals	£542.17	£2,500.00	-£1,957.83	-78.31%	
TOTAL OVERHEAD COSTS		£6,641.32	£27,720.00			

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

TOTAL OVERHEAD COSTS		£6,641.32	£27,720.00		
<u>Street Lighting</u>					
700	Energy Cost		£5,000.00	-£5,000.00	-100.00%
701	Maintenance Cost	£1,479.90	£3,500.00	-£2,020.10	-57.72%
702	Repairs	£2,091.16	£1,000.00	£1,091.16	109.12%
Totals		£3,571.06	£9,500.00	-£5,928.94	-62.41%
<u>Stubbs Wood</u>					
800	Running Cost	£458.99	£3,000.00	-£2,541.01	-84.70%
801	Dog Bin	under Code 2005			
Totals		£458.99	£3,000.00	-£2,541.01	-84.70%
<u>Highways</u>					
1000	Bus shelters	£1,650.00	£1,000.00	£650.00	65.00%
1001	Village signs		£1,400.00	-£1,400.00	-100.00%
1002	Notice boards	£474.00	£100.00	£374.00	374.00%
1003	Misc Contingency		£1,500.00	-£1,500.00	-100.00%
Totals		£2,124.00	£4,000.00	-£1,876.00	-46.90%
<u>Grounds' Maintenance</u>					
2000	Grass cutting - Sundridge	under code 7002			
2001	Grass cutting - Ide Hill	£1,965.00	£9,300.00	-£7,335.00	-78.87%
2002	Tree Work		£1,000.00	-£1,000.00	-100.00%
2003	Hedges		£550.00	-£550.00	-100.00%
2004	Contingency		£1,000.00	-£1,000.00	-100.00%
2005	Dog bins	£425.88	£1,750.00	-£1,324.12	-75.66%
Totals		£2,390.88	£13,600.00	-£11,209.12	-82.42%
<u>Sundridge Village Hall</u>					
3000	Cleaning	£390.00	£2,000.00	-£1,610.00	-80.50%
3001	Maintenance	£144.80	£3,200.00	-£3,055.20	-95.48%
3002	Energy	£3,739.06	£250.00	£3,489.06	1395.62%
3003	Water	£312.16	£300.00	£12.16	4.05%
3004	Insurance		£500.00	-£500.00	-100.00%
Totals		£4,586.02	£6,250.00	-£1,663.98	-26.62%
<u>Sundridge Recreation & Pavilion</u>					
7000	Cleaning		£700.00	-£700.00	-100.00%
7001	Pavilion Maintenance	£354.00	£2,000.00	-£1,646.00	-82.30%
7002	Ground Maintenance	£2,336.44	£3,000.00	-£663.56	-22.12%
7003	Energy	£12.58	£250.00	-£237.42	-94.97%
7004	Water		£300.00	-£300.00	-100.00%
7005	Insurance		£500.00	-£500.00	-100.00%
7006	Miscellaneous	£72.45	£500.00	-£427.55	-85.51%
Totals		£2,775.47	£7,250.00	-£4,474.53	-61.72%
<u>Ide Hill Car Park & Conveniences</u>					
5000	Ide Hill car Park		£250.00	-£250.00	-100.00%
5001	Ide Hill Conveniences	£121.55	£3,000.00	-£2,878.45	-95.95%
5002	Contingency	£44.00	£250.00	-£206.00	-82.40%
Totals		£165.55	£3,500.00	-£3,334.45	-95.27%
TOTAL ASSET COSTS		£16,071.97	£47,100.00	-£31,028.03	-65.88%
Total Overhead		£22,713.29	£74,820.00	-£52,106.71	-69.6%
	Aprils payment inc £35.88 Wifi				
	May's payments inc £35.88 Wifi				
	June Pauments inc £35.88 Wifi				

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Sundridge & Ide Hill Budget for 2017/18

Other costs

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
Grants					
900	Annual grants	£300.00	£3,500.00	£3,200.00 -91.4%	
901	Church grant		£250.00	£250.00 -100.0%	
902	Miscellaneous Grant		£1,000.00	£1,000.00 -100.0%	
	Totals	£300.00	£4,750.00	£4,450.00 -93.7%	
Play Areas					
4,000	Playground, incl, maintenance & inspection		£2,000.00	£2,000.00 -100.0%	
4,001	Dog Bins			£0.00	
	Total	£0.00		£0.00	
Miscellaneous					
614	Christmas festivities	£26.50	£250.00	£223.50 -89.4%	
615	APM	£33.00		-£33.00	
	Total	£59.50		-£59.50	
Total Other Costs		£359.50	£4,750.00	£4,390.50 -92.4%	

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet – July 16 2018

Sundridge & Ide Hill Budget for 2018/19

Overview of Income and Expenditures

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
Income					
	Precept	£31,000.00	£62,000.00	£31,000.00 -50.0%	
	Sevenoaks District Council		£0.00	£0.00	
	Other	£10,010.40	£9,000.00	£1,010.40	
	Sub-total	£41,010.40	£71,000.00	£32,010.40 £0.00	
	Total Income	£41,010.40	£71,000.00	£29,989.60 -42.2%	
Expenses					
Overhead:					
	Clerk & RFO Expenses	£4,801.24	£17,600.00	£12,798.76 -72.7%	
	Members Expenses		£2,000.00	£2,000.00 -100.0%	
	Administration Costs	£1,297.91	£5,620.00	£4,322.09 -76.9%	
	Professional Services	£542.17	£2,500.00	£1,957.83 -78.3%	
	Sub-total - Overhead	£6,641.32	£27,720.00	£21,078.68 -76.0%	
Asset costs:					
	Street Lighting	£3,571.06	£9,500.00	£5,928.94 -62.4%	
	Stubbs Wood	£458.99	£3,000.00	£2,541.01 -84.7%	
	Highways	£2,124.00	£4,000.00	£1,876.00 -46.9%	
	Grounds' Maintenance	£2,390.88	£13,600.00	£11,209.12 -82.4%	
	Sundridge Village Hall	£4,586.02	£6,250.00	£1,663.98 -26.6%	
	Sundridge Recreation & Pavilion	£2,775.47	£7,250.00	£4,474.53 -61.7%	
	Ide Hill Car Park & Conveniences	£165.55	£3,500.00	£3,334.45 -95.3%	
	Sub-total - Assets	£16,071.97	£47,100.00	£31,028.03 -65.9%	
Other Costs:					
	Grants	£300.00	£4,750.00	£4,450.00 -93.7%	
	Playground areas		£2,000.00	£2,000.00	
	Miscellaneous	£59.50	£250.00	£190.50	
	Sub-total - Other	£359.50	£7,000.00	£6,640.50 -94.9%	
	Total Expenditures	£23,072.79	£81,820.00	£58,747.21 -71.8%	
	Operating Balance (Surplus/Loss)	£17,937.61	£10,820.00	£88,736.81 -265.8%	
	Total	£0.00			
	Adjusted Operating Balance	£17,937.61			
Simple Statistics:					
	Income (pre Playground) less Overheads	£34,369.08	£43,280.00		
	Overhead as % of Income (pre Playground)	16.2%	39.0%		
	Asset costs as % of Income (pre Playground)	39.2%	66.3%		
	Income (pre Playground) less O'heads & Asset	£18,297.11	£3,820.00		
	All costs (excl Playground) as % of Income	56.3%	112.4%		
	Total Costs as % of Total Income	56.3%	115.2%		
	Bank Accounts	01/04/2018	monthly update		
4407	Sundridge Recreation Account	£9,259.81	closed		
3008	Stubbs Wood	£15,000.00			
3024	Sundridge Village Hall	£9,612.16			
5553	Eliza charity Account	£0.00	£0.00		

AGENDA ITEM 8.3.2

**Sundridge with Ide Hill Parish Council
Sundridge Village Hall**

Hire Agreement

1. Date(s) required: Day(s) and date(s).....
Hire period (including preparation and clearing up):From.....to.....
Time of actual function: From.....to.....

2. Hirer: Name.....
Address.....
.....
.....
Telephone number: Day..... Evening.....

3. Purpose of hiring:.....
Specify whether private/charity/commercial.....
Name of Charity or other Organisation.....

4. Will the event require music? If so a Music and Dancing licence may be required and if necessary obtained by the Hirer.
Will there be alcohol?
Will it be for sale? If so, a licence must be obtained
Will tickets be for sale at the door?..... Note that this is not permissible if there is to be music, dancing or theatricals.

5. Charges:
Hire Fee: £.....
Booking Deposit: £..... Normally 50 per cent, payable on booking
Balance: £..... Payable not later than the date of the event

To use Internet Banking the details are as follows:
NatWest Bank
Sort code - 55-70-13

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Acc Num : 78467268

A Refundable Deposit of £100.00 will be held as security against any repairs required to damage which occurs during the hire period and/or cleaning required after vacation by the Hirer. Where costs in excess of this are generated, the Hirer will be responsible for paying any balance of the actual cost of work in excess of this sum.

Declaration of Hirer:

I have read and agree to be bound by the Hall Hire Conditions of which I have been given a copy.

I agree to be present at the hall during the hiring and to supervise compliance with the Hire Conditions and to be personally responsible for any breaches, and for any additional charges which may be levied in accordance with those Conditions.

I declare that the information given in this Agreement is correct and that I will immediately inform the Council's representative if any of the information changes or is proposed to be changed.

I agree to hire the Hall on the terms of this Agreement:

.....
The Hirer must be at least 18 years of age

On behalf of Sundridge with Ide Hill Parish Council I agree to the hiring of the Hall on the terms set out above. I am the Council's representative for the purposes of this Agreement:

.....

Contact details of the Council's representative
for the purposes of this Agreement:

Mrs Amanda Barlow, 11 Clover Way, Paddock Wood, Kent, TN12 6BQ,
Or email - clerk@sundridgewithidehill-pc.gov.uk, Tele –

Any personal information such as name, postal address, telephone numbers and email address given via this website/form will only be used in provision of the requested service or in connection with the specific matter to which it refers, kept for as long as necessary to provide that service until complete and/or legally required and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.

Again this form could be used suitably amended for the purpose of covering hire of the pavilion and/or playing fields for non-regular users at any time

AGENDA ITEM 9.1.1

Correspondence –June 19 to July 16 2018

28. Sevenoaks District Joint Transportation Board - 6 June 2018 – Minutes
29. Nick Chard – Congestion with traffic in Sevenoaks – sent to Members
30. KALC - Chief executive's bulletin
31. SDC - Get a helping hand into work
32. SDC - Housing & Health Advisory Committee - 12 June 2018 – Minutes
33. SDC Temporary Road Closure – Church Road, Sundridge – from 25 July 2018 for up to 27 working days – sent to Members
34. SDC - Development Control Committee - 24 May 2018 – Minutes
35. SDC - Funding and Financing Community Land Trusts - 11th July – sent to Cllr Evans
36. SDC - Mental Health Day – October
37. SDC - Sevenoaks District Council: Residents urged to get into gear with free cycle rides
38. SDC - [Development Control Committee – 5 July 2018 – Agenda](#)
[Licensing Sub Committee – 12 July 2018 – Agenda](#) ((Neverworld) – Cowden & Hever)
39. SDC - Planning Advisory Committee - 19 June 2018 – Minutes
40. SDC - Sevenoaks District Community Safety Partnership Newsletter - June 2018
41. SDC - FW: OPERATIONAL IMPACT WARNING - Hot Weather
42. SDC - RE: Family Fun Days - Sevenoaks District – sent to all Members
43. SDC - Policy & Performance Advisory Committee - 21 June 2018 – Minutes
44. KCPFA July newsletter
45. SDC - Licensing Sub-Committee Hearing – 4 July 2018 – Minutes
46. SDC - [02 \(2018/2019\) Local Lettings Plan for 1 and 1a Church Field Cottages Seal](#)
47. Town and Parish Council Websites - July newsletter
48. Sevenoaks District Council: Save a few pennies this summer as free family fun days return!
49. Sevenoaks District Council: Drop-in sessions explain Local Plan proposals
50. SDC - Sevenoaks District Council: Drop-in sessions explain Local Plan proposals
51. SDC - Cabinet - 12 July 2018 – Minutes
52. SDC - Sevenoaks District Council: Horton Kirby site served with High Court Injunction
53. SDC – Many emails regarding Unauthorised Encampments which have been forwarded on to all Members.

AGENDA ITEM 10.0

-----Original Message-----

From: "Sevenoaks District Council - Planning Consultations (do not reply)" <do-not-reply@planningconsult.sevenoaks.gov.uk>

Sent: Monday, 16 July, 2018 09:11

To: clerk@sundridgewithidehill-pc.gov.uk

Subject: SEVENOAKS DISTRICT COUNCIL DRAFT LOCAL PLAN CONSULTATION (JULY 2018)

Message from Sevenoaks District Council - Planning Consultations

Dear Sir/Madam,

SEVENOAKS DISTRICT COUNCIL DRAFT LOCAL PLAN CONSULTATION (JULY 2018)

We are launching our Draft Local Plan consultation on 16 July 2018 and this will run until 5pm on 10 September 2018. For further information, please see the Council's website

www.sevenoaks.gov.uk/draftlocalplan

We would love to hear your views!

The Local Plan is important planning policy that says what can be built and where and will guide housing, employment, retail and other infrastructure needs up to 2035.

Last year we sent a survey to every home in the District asking for your views on the 'Issues' facing the area over the next twenty years and our suggested 'Options' for dealing with them. We had a magnificent response – over 15,000 of you took part – and overwhelmingly you supported our ideas, which have been incorporated into this draft of the Local Plan.

This is now your opportunity to make your views known on policies and sites within the Plan and to contribute to what we hope is an ambitious and appropriate plan for the District.

How can I have my say?

- Explore our [interactive map](#) to view and comment on sites in your area simply by typing in your town or village (or postcode).
- Read our [Draft Local Plan](#) and comment on our 19 draft policies

We would prefer you to comment on our sites and policies using the above links, but alternatively you can complete a consultation form and send it to us at planning.policy@sevenoaks.gov.uk or Planning Policy, Sevenoaks District Council, Argyle Road, Sevenoaks, TN13 1HG (clearly stating the site or policy reference please).

Unfortunately comments that are submitted anonymously cannot be accepted. Comments will be published and attributed by name/organisation only. Contact details will not be published but will be used to keep you informed of the progress of the Local Plan.

You can unsubscribe from the Local Plan at <https://selfservice.sevenoaks.gov.uk/unsubscribe>

You can view our privacy notice at <https://www.sevenoaks.gov.uk/privacy>

Where can I find out more?

We are running a number of drop-in sessions where you can meet our friendly Planning Policy Team throughout July, August and September to find out more about the Draft Local Plan and what's proposed for your area. No appointment is necessary and you're welcome to attend any session, wherever you live, so come and visit us in:

Town	Date	Time
Westerham	Thursday 19 July	2pm-8pm
Sevenoaks	Thursday 26 July	11am-3pm

Sundridge with Ide Hill Parish Council

Document Pack Information Sheet –July 16 2018

Hartley	Tuesday 31 July	2pm-8pm
Edenbridge	Tuesday 14 August	2pm-8pm
Swanley	Wednesday 29 August	2pm-8pm
Sevenoaks	Wednesday 5 Sept	2pm-8pm

Paper copies of the Draft Local Plan and appendices are also available to view at our office in Sevenoaks (Argyle Road, Sevenoaks TN13 1HG), libraries across the District and at your town or parish council. The Plan is available for purchase for £20 from SDC offices.

The consultation period runs from **16 July 2018 until 5pm on 10 September 2018**.

What happens next?

Once the consultation closes on 10 September, all your comments will be considered by our Planning Policy Team. We will then publish our final version of the Plan later this year, taking account of your comments. You will have an opportunity to comment then, too. This version of the Local Plan will be submitted to the Government and examined at a public examination in the spring of 2019. If approved by the Government, we hope that the Local Plan will be adopted and used by the Council later in 2019.

Please do not hesitate to contact us if we can be of assistance with the consultation.

Yours faithfully,



Hannah Gooden
Planning Policy Team Leader
Sevenoaks District Council