

**Sundridge with Ide Hill Parish Council**  
Document Pack Information Sheet –September 17 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, IDE HILL** commencing at **7.00 p.m. on Monday 17 September 2018** to transact the undermentioned business.

Clerk *Ananda Eranow* 12 September 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 16 July 2018
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below
5. **A Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.
6. **Items for decision and allocation of resources if necessary.**
  - 6.1 To discuss and agree the Committee Membership
  - 6.2 To discuss and agree, if appropriate, the next actions with regard to Sundridge & Brasted Social Club
  - 6.3 To discuss and agree, if appropriate, the next actions with regard to Bowers Meadow
  - 6.4 To discuss and agree, if appropriate, the next actions with regard to the public conveniences at Ide Hill and the car park
  - 6.5 To discuss and agree, if appropriate, awarding a grant to the Ide Hill Village Hall Trust
  - 6.6 To discuss and agree, if appropriate, the request to use Stubbs Wood and the Recreation Ground car parks for the Catford Cycling Club Hill Climb
  - 6.7 To adopt, if appropriate, the grant policy
  - 6.8 To adopt, if appropriate, the lettings contracts
  - 6.9 To adopt minutes of the meetings of the Planning Committee held on 16 July and 13 August (not yet agreed) 2018
  - 6.10 To approve/note items payable and paid
- 7.0 **Items for report**
  - 7.1 **Amenities**
    - 7.1.1 To note the Clerk's Amenities Report
    - 7.1.2 To note the Amenities Committee Minutes of 10 September 2018
    - 7.1.3 To note the Sundridge Asset Report
    - 7.1.4 To receive report regarding the parking and Ide Hill Church of England Primary School
  - 7.2 **Stubbs Wood**
    - 7.2.1 To receive update from Stubbs Wood Management Committee
  - 7.3 **Finance**
    - 7.3.1 To note Budget
    - 7.3.2 To note Finance Committee Minutes of 11 September 2018
  - 7.4 **Outside Bodies**
    - 7.4.1 To receive update on the Community Land Trust project
    - 7.4.2 To note any reports from outside bodies.
- 8.0 **Items for noting**
  - 8.1 **Correspondence**
    - 8.1.1 To note correspondence.
    - 8.1.2 To note the correspondence regarding the footpath
    - 8.1.3 To note the correspondence regarding speeding in Ide Hill
9. **Urgent Business** that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.
10. **Date of next meeting Monday 15 October at Sundridge Village Hall**

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

## 1. Apologies - None Received to date

## 3. Minutes (enclosed) of the Parish Council meeting held on 16 July 2018 – below

Sundridge with Ide Hill Parish Council  
Minutes of Full Council Meeting  
Monday 16 July 2018, 7.00 pm Sundridge Village Hall

**Present:** Councillors Baker, Banbrook, Buys, Denbigh, Evans (Chair), Furse, Hughes, Lovegrove, Powell

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

*Cllr Evans welcomed Cllr Furse to her first meeting as a Member.*

1. To receive apologies and reasons for absence.  
*Apologies were received and accepted from Cllr Jones. Apologies were received from Cllr Meldan via Cllr Banbrook but not accepted by Members.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*None.*
3. To approve as a correct record the **Minutes** (enclosed) of the Parish Council meeting held on 18 June 2018.  
***The minutes were signed as a true and accurate record.***
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
*The Clerk advised that she had contacted Cllr Meldan regarding his attendance. All other matters arising were covered by items on the Agenda.*
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 to 10 minutes.
  - *Linda Styles from Ide Hill voiced her concerns over the bicycle races and the litter and road markings that were left after the races.*
  - *Simon Connolly advised that he has started an Under 8s Football Team in Sundridge who are looking for a home pitch. He explained the background to the Club and their hopes to start a coaching school.*
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.  
***Members resolved to discuss Agenda Item 7.11 in confidence.***
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  
***Members resolved that no further action should be taken as the speed survey showed limited excessive speeding. It was agreed that the Clerk should send the speed survey to those residents who had concerns (Action: Clerk)***
  - 7.2 To discuss and agree, if appropriate, the next actions with regard to cycle races in the Parish  
***Members resolved that the Clerk should write to Kent Highways to ask how to deal with the issue of the cycling. (Action: Clerk)***
  - 7.3 To discuss and agree, if appropriate, the next actions with regard to a sign for Ide Hill Village Green  
***Members resolved that the Clerk should purchase a new sign of up to £100. (Action: Clerk)***
  - 7.4 To discuss and agree, if appropriate, the next actions with regard to the village sign for Sundridge  
*Members noted that they had already approved refurbishment of the sign. Members noted that the sign may have to be moved due to the difficulty of replacing in order to protect the roots of the cherry tree.*
  - 7.5 To discuss and agree, if appropriate, the next actions with regard to Coronation Gardens

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**Members resolved that the Clerk should get a tree survey carried out and also deal with a small tree across the bridge. (Action: Clerk). Members resolved that the Clerk should contact UK Power Network about the tree over Sundridge Bank Power Station.**

7.6 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground  
**Members resolved that the Clerk should purchase key safes for both the Recreation Ground and the Village Hall for up to £150. (Action: Clerk/RFO). It was agreed to change the codes to the key safes. Members resolved that the Clerk should instruct an approved LPG Contractor to check the cylinder. Members resolved that the Clerk should get a plumber to service the boiler. Members resolved that the Clerk should get a new lock for the cupboard. (Action: Clerk). Members resolved that the Clerk, RFO and Cllr Jones should put together an agreement which can be agreed by email. (Action: Clerk, RFO and Cllr Jones).**

7.7 To discuss and agree, if appropriate, the next actions with regard to the grass cutting contract  
*Cllr Hughes met with Simon Kidd and the areas have been cut. Simon Kidd advised Cllr Hughes that the lateness was due to pressure of work. Members congratulated Cllr Hughes and Cllr Denbigh on managing the grass cutting.*

7.8 To discuss and agree, if appropriate, the next actions with regard to the General Data Protection Regulation  
**Members resolved to adopt the Freedom of Information Policy, Cookies Information Policy and Privacy Policy.**

7.9 To discuss and agree, if appropriate, the adoption of the Standing Orders  
**Members resolved to adopt the model Standing Orders and agreed to confirm the variables at the September 2018 meeting. (Clerk).**

7.10 To approve/note items payable and paid

**Members resolved to approve items paid and payable as at Appendix A.**

7.11 To discuss and agree, if appropriate, the request for a memorial on Ide Hill Recreation Ground  
**Members resolved that they should continue with the policy of not allowing memorials in the Parish. Members agreed that the Clerk should write to the family advising them of the decision. Members resolved that the Parish Council make a donation of £75 to the Samaritans. (Action: Clerk/RFO).**

## 8.0 Items for report

### 8.1 Amenities

8.1.1 To note the Clerk's Amenities Report

*Noted.*

8.1.2 To note the keyholders to Parish properties

*Noted.*

### 8.2 Stubbs Wood

8.2.1 To receive update from Stubbs Wood Management Committee

*Notes of the meeting on 6 July 2018 are at Appendix C. Members resolved that TreeAbility should be awarded the contract at £5,130 plus VAT. (Action: Clerk/RFO). Members resolved that the monies should come from the allocated £3,000 Stubbs Wood budget and the remainder from the precept. Cllr Evans abstained from the vote. Cllr Baker advised that the Management Plan should be approved shortly. Members resolved that Deano should be instructed to repair the car park. (Action: Clerk/RFO) Cllr Baker advised that the Working Party discussed the issues over volunteers and it was agreed that Julian Miller should be instructed to advise what volunteers can do pre and post management plan. Julian Miller has now sent a letter in response to the questions asked by volunteers and this has been given to the volunteers. The Stubbs Working Party are looking for a contractor who can deal with the Japanese knotweed. It was agreed that this needs to be addressed urgently.*

### 8.3 Finance

8.3.1 To note Budget

*Noted.*

8.3.2 To note new hire agreement for Sundridge Village Hall

*Noted.*

### 8.4 Outside Bodies

8.4.1 To receive update on the Community Land Trust project

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*Cllr Evans advised that they are setting up the limited company and gaining Charity Status. The plans are being drawn up and should be ready to submit in September/October. Cllr Evans advised that the housing needs survey was extremely successful.*

8.4.2 To note any reports from outside bodies.

*None.*

### **9.0 Items for noting**

#### **9.1 Correspondence**

9.1.1 To note correspondence.

***Noted at Appendix B.***

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

*Members agreed to review the Local Plan and send any comments to Cllr Jones. **It was agreed that the Planning Committee would agree a response at their meeting on 6 August 2018.***

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

# Sundridge with Ide Hill Parish Council

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### Appendix A

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	-	
<b>Total</b>			<b>4,927.74</b>	<b>377.32</b>	<b>4,094.34</b>

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### Appendix B

#### Correspondence –June 19 to July 16 2018

1. Sevenoaks District Joint Transportation Board - 6 June 2018 – Minutes
2. Nick Chard – Congestion with traffic in Sevenoaks – sent to Members
3. KALC - Chief executive's bulletin
4. SDC - Get a helping hand into work
5. SDC - Housing & Health Advisory Committee - 12 June 2018 – Minutes
6. SDC Temporary Road Closure – Church Road, Sundridge – from 25 July 2018 for up to 27 working days – sent to Members
7. SDC - Development Control Committee - 24 May 2018 – Minutes
8. SDC - Funding and Financing Community Land Trusts - 11th July – sent to Cllr Evans
9. SDC - Mental Health Day – October
10. SDC - Sevenoaks District Council: Residents urged to get into gear with free cycle rides
11. SDC - Development Control Committee – 5 July 2018 – Agenda  
Licensing Sub Committee – 12 July 2018 – Agenda ((Neverworld) – Cowden & Hever)
12. SDC - Planning Advisory Committee - 19 June 2018 – Minutes
13. SDC - Sevenoaks District Community Safety Partnership Newsletter - June 2018
14. SDC - FW: OPERATIONAL IMPACT WARNING - Hot Weather
15. SDC - RE: Family Fun Days - Sevenoaks District – sent to all Members
16. SDC - Policy & Performance Advisory Committee - 21 June 2018 – Minutes
17. KCPFA July newsletter
18. SDC - Licensing Sub-Committee Hearing – 4 July 2018 – Minutes
19. SDC - 02 (2018/2019) Local Lettings Plan for 1 and 1a Church Field Cottages Seal
20. Town and Parish Council Websites - July newsletter
21. Sevenoaks District Council: Save a few pennies this summer as free family fun days return!
22. Sevenoaks District Council: Drop-in sessions explain Local Plan proposals
23. SDC - Sevenoaks District Council: Drop-in sessions explain Local Plan proposals
24. SDC - Cabinet - 12 July 2018 – Minutes
25. SDC - Sevenoaks District Council: Horton Kirby site served with High Court Injunction
26. SDC – Many emails regarding Unauthorised Encampments which have been forwarded on to all Members.

**The Stubbs Wood Management Advisory Group:**

**Meeting Notes 6<sup>th</sup> 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.

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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 17<sup>th</sup> July, which is the next volunteers work day.**

Meeting concluded at 13.30pm

Next Meeting will be arranged around the grant adviser.



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## 4. Matters arising

5.1 Cllr Meldan has missed 4 consecutive meetings – the last Full Council meeting he attended was on 19 March 2018. If a Member misses 6 consecutive meetings they automatically cease to be a councillor unless it is approved by the Council.

7.1 Speed surveys sent – see correspondence at 8.1.3.

7.2 Clerk to write to Kent Highways o/s

7.3 New sign ordered

7.5 Due to the urgency of a dangerous tree the work was carried by Birchfields.

7.6 New key safes have been installed at both Rec and Village Hall that comply with insurance standards. The boiler has been repaired. Lettings agreements on Agenda.

7.7 Grass cutting – no issues at the present time.

7.8 GDPR – the working party need to meet again to finalise the arrangements. The Clerk attended training on 13 September and it looks as if the PC will have to appoint a DPO.

7.9 Standing Orders -Model new standing orders from KALC have just been issued so the Clerk will update and bring to October meeting.

7.11 A donation of £75 has been sent to the Samaritans.

8.2.1 Update from Stubbs Wood Committee at 7.2.1

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## 6. Items for decision and allocation of resources if necessary.

### 6.1 To discuss and agree the Committee Membership

Cllr Furse has requested to join Amenities and Planning. Proposed new structure attached.

#### Committee Membership 2018/19

<b>Amenities</b>	Graham Hughes (Chair) Don Baker Stephan Buys Mike Denbigh John Evans Polly Furse Trevor Jones Neil Meldan
<b>Finance</b>	Roni Lovegrove (Chair) Don Baker John Banbrook John Evans Ann Powell
<b>Planning</b>	Trevor Jones (Chair) Don Baker Mike Denbigh John Evans Polly Furse Roni Lovegrove District Cllr Robert Piper (Co-opted)

**6.2 To discuss and agree, if appropriate, the next actions with regard to Sundridge & Brasted Social Club**

The Amenities Committee agreed that the Clerks should write to Sundridge & Brasted Social Club asking them to respond to the request for information. Letter to be drafted by Cllr Jones. It was also agreed that the Clerk would seek legal advice.

### 6.3 To discuss and agree, if appropriate, the next actions with regard to Bowers Meadow

There have been complaints over the past few years at the state of Bowers Meadow. Cllr Hughes and I agreed that Bowers is in a very poor state and needs urgent attention. It was agreed at the Amenities Committee that a Sundridge Member would be ask to lead a working group to look into what could/should be done at Bowers. There is currently £9k in earmarked reserves for Bowers Meadow.



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### 6.4 To discuss and agree, if appropriate, the next actions with regard to the public conveniences at Ide Hill and the car park

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

From: "Mike Denbigh" <mike.denbigh@sundridgewithidehill-pc.gov.uk>

Sent: Friday, 24 August, 2018 13:03

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

Cc: "Roni Lovegrove" <roni.lovegrove@btinternet.com>, "Amanda Barlow" <clerk@sundridgewithidehill-pc.gov.uk>, trevor.jones@sundridgewithidehill-pc.gov.uk, stephan.buys@sundridgewithidehill-pc.gov.uk, neil.meldan@sundridgewithidehill-pc.gov.uk, john.evans@sundridgewithidehill-pc.gov.uk, john.banbrook@sundridgewithidehill-pc.gov.uk, don.baker@sundridgewithidehill-pc.gov.uk, "ann.powell@sundridgewithidehill-pc.gov.uk" <ann.powell@sundridgewithidehill-pc.gov.uk>

Subject: Re: Exclusive new research reveals Britain's public toilets are vanishing at a staggering rate - and here's why - Mirror Online

Dear Amanda et al,

I have by coincidence received the below email which I would like to ask that it be put up as an agenda item for the next full parish council meeting:

Dear Mike,

Further to the meeting last night of the Village Hall Trustees, it was agreed that we would ask the Parish Council to take back the maintenance of the Public Toilets which are located in the car park next to the village hall.

We accept that this may take a little and trust we will hear from the Parish Council in due course.

Regards

Dominic Rossi  
Treasurer  
Ide Hill Village Hall

Kind regards

Mike

Sent from my iPad

Cllr Denbigh advised the Amenities Committee that the Ide Hill Village Hall Trust are requesting that the Parish Council take back the management of the Public Conveniences. This will almost certainly have a budget implication. The cleaning costs will rise (currently the cleaning is not to a high standard) and they will be subject to rates.

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From Cllr Lovegrove

**Subject: Ide Hill Car Park.**

I believe we need to discuss the Car Park under AOB tomorrow. I think it is only a matter of time before we have a serious accident.

Four vehicles parked horizontally, including a horse truck which was there overnight. At least two other cars belonged to walkers. One woman changing her baby on the hashed yellow lines, a drinks table set up at the corner. Though technically not on PC land, did they ask us for permission? The girl serving drinks said she asked the shop if it was ok and they said yes...) and hundreds of cyclists. An old lady swung in quickly in a small car and nearly took out the drinks table. There was no room for recyclists. It was actually worse 30 mins previously with double parking every which way. It is like this almost every weekend. Could we discuss please? I realise we cannot police this but maybe a few polite notices and some lines???? Thank you.

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

From: "don.baker@sundridgewithidehill-pc.gov.uk" <don.baker@sundridgewithidehill-pc.gov.uk>

Sent: Sunday, 16 September, 2018 18:00

To: "Roni Lovegrove" <roni.lovegrove@btinternet.com>

Cc: "Amanda Barlow" <clerk@sundridgewithidehill-pc.gov.uk>, john.evans@sundridgewithidehill-pc.gov.uk, john.banbrook@sundridgewithidehill-pc.gov.uk, stephan.buys@sundridgewithidehill-pc.gov.uk, "ann.powell@sundridgewithidehill-pc.gov.uk" <ann.powell@sundridgewithidehill-pc.gov.uk>, polly.furse@sundridgewithidehill-pc.gov.uk, mike.denbigh@sundridgewithidehill-pc.gov.uk

Subject: RE: Ide Hill Car Park: 11:15 am Sunday

Further to the incident below, 4 SVU cars parked on the picnic field on Saturday night and enjoyed this picnic area.

The entrance to the picnic field used to be blocked for car access however the entrance is now open and I guess the grass cutter forgot to reinstate the gate area.

This makes the field vulnerable to travellers.

Can we contact the National Trust and ensure land is secure please.

Thanks

Don.

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### 6.5 To discuss and agree, if appropriate, awarding a grant to the Ide Hill Village Hall Trust

The Ide Hill Village Hall Trust have made a grant request which was discussed at the Finance Committee meeting - see minutes at 7.3.2

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

From: "

Sent: Tuesday, 11 September, 2018 12:10

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

Subject: FW: Voluntary Grant for Ide Hill Village Hall

Dear Amanda,

Further to Roni's email of the 28<sup>th</sup> August, I am contacting you to ask that the Parish Council consider the Village Hall's late request for a Grant, (usually) £1,290.00 per annum, for the 2017/18 Financial year?

The reason for the late request is that Andy Edmonds has spent most of the year in Portugal and a request during the Financial Year was overlooked.

The village hall would also like to make a request for the current Financial Year, 2018/19. If there is a formal procedure for this then please let me know.

With Best Wishes

Dominic Rossi

Treasurer

Ide Hill Village Hall

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### 6.6 To discuss and agree, if appropriate, the request to use Stubbs Wood and the Recreation Ground car parks for the Catford Cycling Club Hill Climb – request received:

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

From

Sent: Monday, 10 September, 2018 17:44

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

Subject: Re: Catford CC Hill Climb

Hi Amanda,

Thank you.

The £100 donation would be fine.

Best regards,

Le

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

**Date:** Monday, 10 September 2018 at 15:36

**To:** <

**Subject:** FW: Fwd: Catford CC Hill Climb

Dear Le

Thank you for your email addressed to Roni Lovegrove. I apologise for the delay in replying but I have been on Annual Leave. I would ask that in future you address your email directly to the Clerk as we would deal with such matters.

I will need to check with the Members that they are happy for you to use the car parking facilities at Stubbs Wood and the playing ground and our meeting is on Monday September 17 so I will let you know after the outcome. The Members would normally agree to such a request but would ask for a donation of £100 to Stubbs Wood (which is a Charity) to help maintain the facility.

with best wishes

Amanda Barlow

Clerk



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**Date:** 9 August 2018 at 16:58:18 BST

**To:** "[roni.lovegrove@sundridgewithidehill-pc.gov.uk](mailto:roni.lovegrove@sundridgewithidehill-pc.gov.uk)" <[roni.lovegrove@sundridgewithidehill-pc.gov.uk](mailto:roni.lovegrove@sundridgewithidehill-pc.gov.uk)>,

**Subject:** Re: Catford CC Hill Climb

Hi Roni,

Hope you are well?

Just to let you know that the Catford Cycling Club Hill Climb on Yorks Hill will take place on Sunday 7<sup>th</sup> October 2018 from 9am-12:30pm in aid of The Chartwell Cancer Trust with all proceeds given to them.

I would be extremely grateful if you can let the residents/parishes know.

I have already sent the road closure application to Garry Fittall back in March.

We will do a leaflet drop to all the residents on Yorks Hill/Nightingale Lane 2 weeks prior to the event date and also leave the leaflets at Ide Hill Community shop.

The Signs for road closure will go up on 6<sup>th</sup> and 7<sup>th</sup> October as agreed with Kent Highway.

I would be very grateful if we can possibly have the barrier car park of Stubbs Wood open on the morning of 7<sup>th</sup> October and also the uses of the playing ground on Nightingale Lane for car parking.

If there are any problems, please let me know.

Many thanks.

Best regards,

Le

## 6.7 To adopt, if appropriate, the grant policy

### Who is eligible?

- Local voluntary or charitable groups based and/or working in Sundridge or Ide Hill
- Regional or national charitable groups that undertake work in Sundridge or Ide Hill or provide assistance to the residents of Sundridge or Ide Hill

The work of the group should benefit some or all of the residents of Sundridge or Ide Hill

### What can grants be used for?

- The capital costs, or a contribution towards the costs of, any new or replacement equipment that may be required to assist the group in its activities
- The costs involved in the establishment of a new local voluntary or charitable group
- The general running costs incurred by local voluntary or charitable groups to enable them to sustain their services and activities

### Who makes the decision and when are grants given?

- Applications are considered by the Parish Council in January each year for the following financial year
- Payments are made in October of the financial year for which the grant is awarded
- Exceptions to the above are if the Grant will be considered as a General Power of Competence Payment

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**PLEASE COMPLETE THE FOLLOWING INFORMATION AND RETURN TO THE CLERK**

Full Name of Organisation
Name and Address of Secretary
Name and Address of Treasurer
Where and when does your organisation meet?
How many people from Sundridge or Ide Hill are members of your organisation?
What is the approximate age group of members?
What types of activities are performed by your organisation?
What is the amount of the grant requested and for what purposes would the grant be needed?
What fund-raising activities took place in the last 12 months and how much was raised?
What fund-raising activities are proposed in the next 12 months?

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Please state the amounts and details of anticipated income in the next 12 months

Please state the amounts and details of anticipated expenditure in the next 12 months

Please outline any other details that you wish the Parish Council to take into account when considering this application

continue on a separate sheet if necessary

Please enclose your organisations most recent statement of account, along with an up-to-date bank statement.

## DECLARATION:

I/We declare that the foregoing particulars are correct and that any grant received will be applied for the sole benefit of my/our organisation.

## SIGNED:

Secretary/Treasurer

\_\_\_\_\_ Date \_\_\_\_\_

## 6.8 To adopt, if appropriate, the lettings contracts

### Sundridge Village Hall

#### General

1. No smoking is permitted in any part of the building. No dogs are permitted in the Pavilion unless by pre arrangement.
2. No glass, other than the jugs provided, may be brought onto or used on the premises, except for bottles or jars in which the relevant drink or food was sold.
3. No alcohol is to be brought onto or used on the premises without prior consent from the Council's representative.
4. Cars and other vehicles are to be parked in the car park immediately in front of the Village Hall, please do not park and obstruct any driveways or access.
5. Users shall comply with any rules or regulations made by the Council from time to time, including those which the Council considers necessary or expedient for the safety, care, cleanliness, comfort or convenience of the hall and its users.
6. Users shall, if preparing, serving or selling food or drink, comply with all relevant health and hygiene rules and regulations.
7. A breach of common sense is a breach of these Conditions.
8. Attention is drawn to the list of procedures displayed on the hall noticeboard to be followed in the event of a fire or the discovery of a gas leak.
9. The Hall is to be used only for the agreed booking purpose. It must be vacated by the agreed time.
10. All catering and other equipment is to be left clean and tidy and replaced where it came from. The Hall and surrounding area are to be left in a clean and tidy condition, properly locked and secured unless agreed otherwise by the Council's representative. The Council will be at liberty to make an additional charge for remedying any of these matters, if necessary. It is the Hirer's responsibility to provide enough bags to remove all rubbish produced from the Hall which must be taken away by the Hirer.
11. The Hirer may not sub-hire the Hall and is personally responsible at all times during the hire for supervising the use of the hall, its fabric and contents and the behaviour of all persons using it whatever their capacity. There must be at least one person of at least 21 years of age present and in charge at all times.
12. Users must ensure that none of their activities is dangerous or offensive or causes nuisance or annoyance for the occupiers of neighbouring premises.
13. The Hirer will ensure that the minimum of noise is made on arrival and departure by all using the hall during the period of the hiring.
14. The Hirer is to be personally responsible for ensuring compliance with all applicable statutes, licences and public regulations for the activities carried on, and for obtaining any requisite licences or approvals.
15. The Hirer shall make appropriate arrangements to insure against any third party claims which may lie against the Hirer arising from the Hirer's use of the hall and associated facilities.

## Sundridge with Ide Hill Parish Council

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16. The Hirer must report to the Council's representative all accidents involving injury to the public, and any failure of equipment, whether electrical or other, belonging to the hall or brought in by a user.
17. The Hirer will ensure that the Pavilion is not used for any unlawful or improper purpose, or in any manner which might endanger the same or invalidate any policy of insurance.
18. The Hirer will be personally responsible for the cost of all losses or damage incurred during the hiring, and for the cost of removing any belongings or rubbish left behind, unless specific permission has been obtained in advance from the Council's representative.
19. The use of bouncy castle is forbidden in the hall.

#### Cancellation

20. If the Hirer wishes to cancel the booking before the event and the Council is unable to conclude a replacement booking, the booking fee or deposit will normally be forfeited but the question of whether the booking fee or deposit shall be payable or repayable shall be at the Council's discretion.
21. The Council shall have the right to cancel the booking if the Hall is required as a Polling Station at the relevant time and may do so if the hall is for any reason rendered unfit for the use for which it has been hired and may at its discretion do so for any other reason, and in any such case the Hirer shall be entitled to the refund of all monies paid but not to any further payment.

# Sundridge with Ide Hill Parish Council

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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? .....

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: £.....

Deposit: £..... Normally 50 per cent, payable on booking

Balance: £..... Payable not later than the date of the event

Declaration of Hirer:

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

## Sundridge with Ide Hill Parish Council

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I agree to be present at the hall during the hiring and to supervise compliance with the Pavilion 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 Pavilion 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](mailto:clerk@sundridgewithidehill-pc.gov.uk), Tel: 07495 962372

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.



# Sundridge with Ide Hill Parish Council

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## 6.9 To adopt minutes of the meetings of the Planning Committee held on 16 July and 13 August (not yet agreed) 2018

PARISH COUNCIL OF  
SUNDRIDGE WITH  
IDE HILL

11 Clover Way  
Paddock Wood, Kent TN12 6BQ

AMANDA BARLOW  
Clerk to the Council

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

**Minutes of the meeting** of the Planning Committee held in **Sundridge VILLAGE HALL**, at **6.50p.m** on **Monday 16 July 2018**

Attendees: Cllrs Denbigh (chair), Evans & Baker.

Public: Rob Smith attended to discuss his planning application for a barn conversion on Land to the South of Alderwood, Great Norman Street, Ide Hill.

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 were agreed.**
2. **There were no Matters arising from previous minutes.**

•  
**One member of the public was in attendance at the meeting. Rob Smith attended to discuss his planning application for a barn conversion on Land to the South of Alderwood, Great Norman Street, Ide Hill.**

3. **The following planning applications were considered and the following comments made:**

<u>Reference Number</u>	<u>Development</u>	<u>Location</u>
SE/18/02144/FUL	Barn Conversion	Land South of Alderwood, Great Norman Street, Ide Hill. TN14 6BH
SE/18/01967/House	Demolition of side extension and side and rear extension	Brownings House, Sundridge Road, Ide Hill TN14 6JT

**The Parish Council supports these applications**

# Sundridge with Ide Hill Parish Council

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SE/18/01415/FUL

Demolition of existing stable buildings and erection of three bedroom single storey dwelling with associated garden landscaping and parking, utilising existing access to Brasted Lane.

Land adjacent to Hitherfield Farm  
Brasted Lane, Knockholt,  
TN14 7PJ

**The Parish Council objects to this application on the same basis as the previous objection. It is within an Area of Outstanding Natural Beauty and the previous use should have ceased over 10 years previously to comply with the original planning requirements. If the District Council decides to approve the application the Parish Council would suggest that a condition is imposed for it to be solely used as an appurtenance to the existing buildings so as not to be separated and sold as a separate dwelling.**

SE/18/02100/HOUSE

Install retractable lights for existing tennis court

Sundridge Place, Church Road, Sundridge, TN14 6DD

**The Parish Council objects to this application on the same basis that this is in an AONB, is sited next to a Grade 1 Listed building, represents inappropriate illumination of the countryside.**

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

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

**7 No Licence Applications were reported.**

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

**9 There were no conservation proposals to review.**

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

**11. No any other Business.**

**12. The date of next meeting: To be scheduled.**

# Sundridge with Ide Hill Parish Council

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PARISH COUNCIL OF  
SUNDRIDGE WITH  
IDE HILL

11 Clover Way  
Paddock Wood, Kent TN12 6BQ

AMANDA BARLOW  
Clerk to the Council

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

**Minutes of the meeting** of the Planning Committee held in the **VILLAGE HALL, SUNDRIDGE** at 7.0p.m on **Monday 13 August 2018**

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

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

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

- 1. Minutes of the previous planning meeting on Monday 16 July 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/18/02050/LBCALT	Internal Works	22 Birchfields, Sundridge, TN14 6DQ

The Parish Council  
raises no objection.

SE/18/02431/LDCEX	Confirmation of retail use in identified area	Coblans, Dryhill Lane TN14 6AA
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The Parish Council  
raises no objection.

SE/18/02486/HOUSE	Single storey link extension, internal alterations and landscaping	Bayleaf, Hanging Bank, Ide Hill, TN14 6JE
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The Parish Council  
raises no objection,  
provided the materials  
used are appropriate in  
this AONB.

- 5. No appeals were reported for comment or consideration by the PC, but two:**

**APP/G2245/D/18/3195899** was reported as Dismissed and

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**APP/G2245/D/18/3201926** was reported as Allowed.

**6 No applications were reported as withdrawn, refused or non-valid, but the following were reported as Granted by District Council:**

**SITE:** Combe Bank Farm, Ovenden Road, Sundridge, - The conversion of an existing barn to 4 bedroom dwelling with integral double garage using exiting access.

**SITE:** Emmetts, Emmetts Lane, Ide Hill. - Use o agricultural field as overflow car parking

**7 No Licence Applications were reported.**

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

**9 The following conservation proposals were reported:**

SE/18/20350/ WTCA – Old School House, Sundridge Road, Ide Hill, TN14 6JT. Felling of one tree and cutting back another.

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

**11. Any other Business.**

**11.1** The PC discussed the content of various parts of the Sevenoaks District Council's Draft Local Plan that the Councillors felt would affect the Parish.

Comments were agreed and Councillor Jones is to respond appropriately to the District Council to the following effect:

- 1 The proposals to use the areas to the west of Dunbrik depot and the garden centre etc, for commercial/industrial use are logical provided some care is taken to provide units that are genuinely required in this location for example small business units.
- 2 The proposal to build next to the old Lamb Pub in the car park area to the West is not unacceptable.
- 3 The inclusion of Sevenoaks and Edenbridge Hospitals in the potential development proposals is not good. Both provide excellent local, relatively easily reached, facilities for minor injuries and recuperation (particularly of the elderly), X-rays, phlebotomy etc. etc. and relieve pressure on the main hospitals which are already under pressure to prevent bed-blocking and deal with essential A&E and serious ailments rather than minor ones. Any development of these sites should provide for similar, more modern and efficient facilities in addition to other possible uses.
- 4 Whilst not within our parish, the proposal to include the White House and land behind in Brasted might well necessitate the demolition of a very attractive old house and would change the street scene opposite the green at the centre of this village considerably. Alternatively a flatted development to the rear might be the only way of providing the site density proposed. If so limitation on the height of such development in rural areas and villages should be restricted to a maximum of two storeys.
- 5 The proposal to build 14 new homes on a new site at Meadow Cottage, Goathurst Common provides a number of concerns:

- a)The only access road is a single Lane leading to blind turnings onto two main roads where speeding is common.
- b)Traffic would increase from 2-3 cars to potentially 35. .

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- c) This is in the AONB and a recent planning application for just 2 homes on a similar sized plot in Goathurst Common was refused by SDC.
- d) The current infrastructure in terms of roads, medical facilities does not support such a drastic increase in housing in this hamlet.
- e) This appears to totally ignore the DCs rules relating to the definition of infill sites.

**11.2** Councillor Jones raised the recent problem of unauthorised advertising boards appearing on the traffic island between the A25 and the lay-by opposite Warren Farm.

It was agreed that short term sporadic advertising for, for example, a local fete or village event was acceptable, provided the adverts were removed speedily, but the long term commercial advertising was not. It was agreed the Councillor Jones will report the recent commercial advert for a local Development Company to the District Council for enforcement action.

**12 . The date of next meeting:** To be scheduled for Monday September 3 2018 at 7pm.  
at Sundridge Village Hall if there arise any matters for the Planning Committee to consider.

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**6.10 To approve/note items payable and paid**

Sundridge with Ide Hill Parish Council Items Payable and Paid								
Cheque Payments up to 17 September 2018								
Cheque No	Payee	Details	Total Payable £	VAT £	Basic Amount £	Contract / Cllr Authorised	Pls tick when authorised	vch no.
750	Zurich Insurance	Main Insurance	1,342.20	-	1,342.20			
751	KALC	Subscription	750.60	125.10	325.50			
752	Calor Gas	Sun Pavillion	12.58	0.60	11.98			
753	Key safes	Sun Pav & Sun vill hall	129.92	21.65	99.90			
754	KALC	Annual Clerks conference	72.00	-	72.00			
755	Mr G Hughes	Magnets	5.99	-	5.99			
756	Mrs F Hensher	RFO Salary	186.67	-	186.67			
757	Mrs A Barlow/G Barlow	Clerks Salary	820.96	-	820.96			
758	Mrs A Barlow/G Barlow	Clerks expenses	176.87	-	176.87			
759	Mrs F Hensher	Rfo Expenses	126.07	-	126.07			
760	Scottish Power	Sun vill Hall Electricity	25.77	-	25.77			
761	Commercial services	Grass Cutting contract	3,413.66	568.94	2,844.72			
762	Miller land Management	Stubbs wood	216.00	36.00	180.00			
763	K & M Traffic surveys replacement 768	ATC one week	360.00	60.00	300.00			
764	KCC	Photocopying	316.27	52.71	263.56			
765	EDF	Sun Rec Ground	129.08	-	129.08			
766	Uk Power Networks & cheque 769	Col 58 Chapmans Road	795.60	132.60	663.00			
767	PPL PRS Ltd	Sun Vill Hall Music Licience	133.85	-	133.85			
768	Norris & Fisher	Sun Vill Hall Insurance Policy	577.65		577.65			
769	Zurich Municipal	PC Insurance	1,342.20		1,342.20			
770	Darent River Protection Society	Darent River subscription	20.00		20.00			
771	Calor Gas	Sun Rec Ground Gas	1,519.67	72.37	1,447.30			
772	Castle Water	Sun Vill Hall Water	320.81	-	320.81			
		<b>Total</b>	<b>12,794.42</b>	<b>147.35</b>	<b>6,518.63</b>			

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The Secretary : The Corner House : The Green : Otford : TN14 5PE



Parish Councillors  
Sundridge with Ide Hill Parish Council  
11 Clover Way  
Paddock Wood  
TN12 6BQ

6<sup>th</sup> September 2018

Dear Councillors

Just a short note of thanks for supporting our society over the past year.

For our river, it has turned out not as bad as was expected considering the exceptionally hot summer we have just gone through. This is primarily due to the amount of rain we had last winter. It helped fill the aquifer but... after the exceptional heat of the last few months, the aquifer is much lower than we might wish at this time of year. So in the event of a particularly dry Autumn and winter, it could leave us very vulnerable by next summer. We may again be needing to put pressure on the water companies to refrain from excessive abstraction.

We are working closely with the Environment Agency and currently examining all the individual stretches of the river (by walking in-stream along its entire length!) . There are problems, particularly with the amount of overgrowth that land-owners permit to overhang the river. The lack of light reduces weed growth and that means fewer invertebrates – and consequently the fish, suffer. Not too many examples of invasive species and the sterling work of the NWKCP has kept this in check.

We all wish we could gain easier access to the river but that is down to the landowners of course. Your own river wardens have an important role in helping us maintain the health of the river. Much like the village policeman, their whistles are there to blow as soon as they see anything amiss. We are here to help – or more precisely find the right person for you and ensure it's done.

We will shortly be forwarding you our latest issue of Newsflow. Thank you again, councillors, for your invaluable support.

Rod Shelton  
(Secretary)



The Darent River Preservation Society (DRiPS), established 1985.  
Formerly Reg. Charity No 1002300, excepted from the requirement to register (annual income under £5000)  
Acting Chairman: Stuart Merrylees Secretary/Treasurer Rod Shelton

# Sundridge with Ide Hill Parish Council

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### 7.0 Items for report

#### 7.1 Amenities

7.1.1 To note the Clerk's Amenities Report – no report as Amenities Committee meeting contains update.

**7.1.2 To note the Amenities Committee Minutes of 10 September 2018**

## **Sundridge with Ide Hill Parish Council** **Minutes of Amenities Committee Meeting** **Monday September 10 2018, 7:00pm, Village Hall, Sundridge**

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

**In attendance:** Mrs A Barlow – Clerk and 3 members of the public

1. To receive apologies and reasons for absence.  
*Apologies received and accepted from Cllr Buys.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*None.*
3. To approve as a correct record the **Minutes** (enclosed) of the Amenities Committee meeting held on 11 June 2018.  
***The minutes were approved and signed as a true and accurate record.***
4. **To take Matters arising** from the Minutes where these are not covered under the subject headings below  
*The matters arising were all covered by Agenda items.*
5. **Public Open Session.** Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.  
*Mr Clark raised some questions about Stubbs Wood which were answered by Members at the meeting.*
6. **Items for decision and allocation of resources if necessary.**
  - 6.1 To discuss and agree, if appropriate, the next actions with regard to Sundridge & Brasted Social Club  
***Members agreed to recommend to the Full Council meeting that the Clerk write to Sundridge & Brasted Social Club to ask for the Club's response to the letter and that the Clerk seek legal advice on the matter. (Action: Clerk)***
  - 6.2 To discuss and agree, if appropriate, the next actions with regard to Sundridge Recreation Ground  
*Cllr Hughes advised Members of the situation with regard to the Recreation Ground being used by two Clubs. Members noted that the boiler is being serviced next week and agreed that the timer should be set to come on at the weekends only. Cllr Evans advised that the gate needs repair and agreed that the Clerk should get quotes to get it repaired. (Action: Clerk).*
  - 6.3 To discuss and agree, if appropriate, the next actions with regard to Sundridge Village Hall  
*Members noted the floor had been polished to a good standard. **Members agreed that the Clerk should look at options for restricting the car parking at the Hall. (Action: Clerk)***
  - 6.4 To discuss and agree, if appropriate, the next actions with regard to Bowers Meadow  
***Members agreed to recommend to Full Council that a Sundridge Parish Councillor take on the responsibility to look at the options of the playground at Bowers Meadow. (Action: Cllr Hughes)***
  - 6.5 To discuss and agree, if appropriate, the next actions with regard to the proposed car park at Ide Hill Recreation Ground  
*Cllr Baker advised that Ide Hill Village School have tried very hard to deal with the parking problems. The bus service has also been reduced. The School has tried to put cones around the green but the residents have objected to these. Cllr Baker will provide a full report for the Full Council meeting.*
  - 6.6 To discuss and agree, if appropriate, the next actions with regard to the public conveniences at Ide Hill and the car park  
*Cllr Denbigh advised that he is the Parish Council representative on the Ide Hill Village Trust and advised that the current situation with the Trust managing the public conveniences is not sustainable. It*



## Sundridge with Ide Hill Parish Council

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*was agreed that the Clerk and the RFO would look into alternative arrangements. (Action: Clerk and RFO).*

6.7 To discuss and agree, if appropriate, the next actions with regard to Ide Hill Green  
*Cllr Baker advised that the unadopted road around the green has an access to a house and the Clerk will receive a request regarding a right of way.*

**6. Items for report and/or noting:**

7.1 To receive any reports/minutes from the Stubbs Wood Management Committee  
*There was nothing further to add.*

7.2 To note any updates regarding grass cutting

*The Members agreed that there were no issues with grass cutting.*

7.3 To note asset report from Sundridge

*The Clerk advised that she and Cllr Hughes had carried out an asset review in Sundridge and that one would be carried out in Ide Hill.*

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

*None.*

**8. Date of next meeting.** – Monday 12 November 2018

*There being no further business the meeting closed at 10.10 pm.*

7.1.3 To note the Sundridge Asset Report - the Clerk will undertake the Ide Hill Asset Check and this will be combined for an Asset Report.

### 7.1.4 To receive report regarding the parking and Ide Hill Church of England Primary School

#### **Report - Liaison meetings between the Parish Council and Ide Hill P.S.**

**Brief:** The Parish Council requested Cllr D M Baker to liaise with Ide Hill PS during the summer holiday period to establish if there were any initiatives that could be taken to relieve the parking issues in Ide Hill village. During this period an application for planning permission was submitted by KCC to fence the boundary of the school premises under the requirement to safeguard the children which went out to consultation on the 18<sup>th</sup> September. Also, the bus company Go – Coach decided to change the bus route into Ide Hill Village with effect from the 5<sup>th</sup> September without consultation and both these issues will also be dealt with under this report.

Cllr Baker met the Headteacher Louisa Hillman (LH) and Anne Fletcher (AF) the Chair of Governors at the school on the 9<sup>th</sup> May 7<sup>th</sup> August and 11<sup>th</sup> September and has spoken to Richard French, Governor of the school. Cllr Baker has also spoken to several neighbours and residents in the immediate area of the school and received several emails about the three issues.

#### **Background:**

The Ide Hill PS has reached its full capacity of children which is required to run a flexible variety of educational opportunities for the children. The school has been replacing their mobile classroom accommodation with classroom buildings and this will increase the hard playground area within their curtilage. This has been the subject of previous consultation. There is no increase in the number of children or extensions to existing building which have not already received planning permission.

In 2015, the school inspector carrying out the Ofsted report verbally notified the school of his concerns regarding the boundary fencing, particularly the school gates and playground areas, under safeguarding regulations. The Headteacher and Chair of Governors were able to provide the inspector with sufficient assurances that the fencing would be improved by the school. These assurances enabled the Ofsted inspector to continue with an inspection which then focused on the academic achievements of the school rather than the lack of suitable fencing. The Ofsted report was "Good". The school was due an inspection from June 2018. It could therefore happen at any time.

#### **Issue 1: Street Parking:**

At the meeting on the 9<sup>th</sup> May, AF and LH provided a plotted history of the issues arising from the parking of cars at 'drop off' and 'collection times' during the school terms over the last few years and the initiatives that had been taken by the school to alleviate these problems:

## Sundridge with Ide Hill Parish Council

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- a) **Additional Land for off road car parking:** Approx. 2 years ago Cllr Denbigh asked the local farmer (Mitchells) and owner of the neighbouring land if he was prepared to allow staff to park on his land. At that time, the request was denied.

Recently the school have approached the Church Diocesan to establish if the Glebe Field could be used to park 14 staff cars off road. This initiative has been subsequently withdrawn due to heavy objections from residents abutting the Glebe Field, even though the Glebe field is regularly used for parking cars. (Village Fete, Weddings, Funerals, etc.) The school were prepared to pay to provide a temporary surface at the entrance and car park area, so that the land was not damaged, especially in wet conditions.

Cllr Baker has approached the Parish Council to convert a small area of land on the recreation ground in front of the Ide Hill Football Club Pavilion to park cars both for school and football club purposes. However, the PC has deemed that the access to this site is too restrictive.

In order to alleviate parking congestion, there are already four residents who have kindly offered car spaces for staff cars. This has taken 9 staff cars off road during the school day. The school intends to ask other local residents, including parents if they might be willing to do the same, via the school newsletter.

- b) **Walking Bus:** A few sites were identified to operate a 'walking bus.' The Car Park next to the Community Shop has been trialled three times by the school, taking the children through the woods to school after the parents dropped them at the car park. However, the parents did not use this facility, so the trials were abandoned. The parents, PSCO's and school have voiced their concerns about the safety issues of operating a walking bus from the Community Shop due to lack of pavement, a dangerous bend and the speed of the traffic. The Headteacher and Chair of Governors are looking into setting up a walking bus from outside the pub 'The Cock' where children can be dropped safely and walked to school using a 'walking bus'. This has the support of the owners of 'The Cock' pub. In order to establish this walking bus, the school must first engage parents to organise the service and have the route approved by the 'Kent Messenger Walk to School Team' which will take time.
- c) **Morning & After School Clubs:** The school has arranged that the morning club commences at 7.30am and the after-school club does not close until 5.30pm, which spreads the demand for car parking spaces in the village to collect children from 3.15 – 5.30pm. In addition, teachers volunteer their time to offer clubs after school until 4:15pm on several afternoons across the week.
- d) **Lollipop Wardens:** The school has been advised by KCC that in order to set up a 'School Crossing Patrol' there would need to be pavement on both sides of the road. The school plan to contact the Borough Council as this comes under their jurisdiction.

## Sundridge with Ide Hill Parish Council

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The school has also been advised that in order to make “physical changes” such as changes to signage/ safety related parking restrictions etc. the school would be required to make an application with support from the Parish council. On their website KCC advise that:

*“We will only consider improvements if crash history indicates that there have been incidents within the last 3 years involving personal injury, and has been validated by Kent Police records. Visit crash map to check. If there have been no incidents at the location you are concerned about, then we cannot consider your request so please don't contact us.”*

<https://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/changing-roads-in-your-area>

“Crashmap” indicates one ‘slight’ incident on the 17.09.2015 at the bottom of Sundridge Road by Norman Street.

- e) **‘Drop and Go’** was introduced in 2015 with some success. Next week, the school intends to change the order in which the children come into the playground. They hope that this will encourage more parents to leave their children with adult supervision and leave rather than waiting in the road outside the school gates until the children have left the playground.
- f) **Newsletter:** The school issues a newsletter to all parents which consistently carries a request to park considerately when picking up and dropping off their children at school. Parents are also reminded to park considerately, keeping the bus stop and roundabout clear or park on the Glebe Field for other events such as open day, parent meetings and workshops.
- g) **Residents Car Parking:** The congestion from car parking in the village is not solely the act of parents dropping off or collecting children as several parked cars, particularly close to the roundabout are owned by residents in the village.
- h) **No Parking Cones:** Cllr Baker agreed that the school should provide ‘No parking cones’ around the roundabout from the beginning of this winter term and these proved very successful. The cones reminded parents, residents and visitors to the village to park away from the roundabout. Unfortunately, objections were received from the residents and KCC Highways Dept. ruled that the cones would be removed as they had not been authorised by KCC. As a way of communication with the residents, the school placed an article in the village newsletter ‘The Bugle’ to inform them of this initiative.
- i) **PCSO:** The local PCSO’s have been invited in previous years to give a presentation to the children on safe parking which culminated in the children leading a road safety project. The school has asked recently for a repeat of this presentation and for the PCSO to support the school by monitoring parking, including at the roundabout. The PCSO’s are unable to resource this request and suggested that Sevenoaks DC be approached to send their traffic wardens to monitor parking issues.

# Sundridge with Ide Hill Parish Council

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## Conclusion and Recommendations:

Following a thorough investigation onto the parking problems created within the village, Cllr Baker concludes that these are not all as a result of parent parking at drop off or collecting times and a number of issues are created by residents and football supporters parking inconsiderately. However, the parking of cars at collecting time and when the Ide Hill FC is operating, do cause obstructions within the village particularly at the roundabout outside Prospect House. The school collection time lasts approx. 20 - 30 minutes, as parents have been asked by the school to move on quickly rather than park and chat.

Therefore, the following recommendations are made to the Parish Council:

- 1) The PC should seek approval from KCC Highways to distribute no parking traffic cones around the roundabout to retain a clear vehicular flow through the village.
- 2) The PC should work in conjunction with the school by providing a suitable map of the village marked with no parking and parking areas around roundabout which the school will circulate to all parents.
- 3) The PC should approach the KCC Highways dept. to renovate the roundabout with good signage and white road marking which have deteriorated and have lost impact on motorists. Signage to reduce car speeds on Sundridge Road to 20 mph during school hours would reduce risks of accidents.
- 4) The PC to inform residents that cars should not be parked on the roundabout or close to the school highlighted by the yellow Zig Zag lines.

## Issue 2: Local Bus:

On the 5<sup>th</sup> September the local bus 404 has stopped coming into the village for the 7.45am and last bus. The bus service during the day still operates by coming into the village in the normal way.

Go Coach has increased the size of the bus from a 50 to 61 seater for these two services due to increased number of passengers travelling to schools at those times.

Because of this larger vehicle, access to Ide Hill is very difficult when the roads are clear of obstruction, almost impossible when cars are parked both sides of the road and obstructing the roundabout. This means these two services are now picking up at the Community shop.

Again, not all these cars creating the obstruction within the village are parent cars as the pub continues to do a healthy lunch time trade and the recreation ground and village is used by walkers and visitors during the day.

However, if these services are going to return to their previous route through the village, then Go Coach will need to use their smaller buses and the roundabout is key to allowing the size of vehicle to turn around at the top of the village.

The recommendations made above will also solve the obstruction to the bus.

However, the PC should liaise with Go - Coach [info@go-coach.co.uk](mailto:info@go-coach.co.uk) to fully understand what needs to happen for the service to be returned, as the bus may be too large in any event to get around the roundabout without obstruction.

## Issue 3: School Perimeter Fencing:

At the 2015 Ofsted inspection, the inspector made clear his concerns regarding the perimeter fencing with regard to safeguarding regulations.

The Ofsted safeguarding policy is available at [www.gov.uk/government/publications/ofsted-safeguarding-policy/ofsted-safeguarding-policy](http://www.gov.uk/government/publications/ofsted-safeguarding-policy/ofsted-safeguarding-policy)

and further explained at [educationinspection.blog.gov.uk/2017/01/18/keeping-children-safe-in-education-and-ofsteds-role](http://educationinspection.blog.gov.uk/2017/01/18/keeping-children-safe-in-education-and-ofsteds-role):

## 'Keeping children safe in education and Ofsted's role

Posted by: [Sean Harford](#), Posted on: 18 January 2017 - Categories: [Safeguarding](#)

*"Periodically at Ofsted I become aware of misconceptions about inspection processes; what we look at and what people think is required by us. Currently there seems to be some confused chatter about our role in safeguarding. Ofsted has been inspecting safeguarding arrangements in schools since 2005 and from September 2015 we have been taking a consistent approach to inspecting safeguarding across all education provision.*

*Ofsted does not set the standards that schools and other education providers have to meet on safeguarding. Our job is to inspect against standards and statutory guidance set by the Department for Education (DfE). And it is the DfE's statutory guidance that schools need to refer to. If a school's safeguarding arrangements do not meet these requirements then at inspection we will judge them to be ineffective. **This will lead to an overall inadequate judgement for the school.**"*

The school originally considered an increase in height to the existing wooden fence to provide a secure boundary for the children in their care. They sought advice from both a KCC Senior Planning Officer and a Kent Conservation Officer who explained that planning permission would be required. They further explained that, in order to change the height of the fence, the only type fencing that would be acceptable would be metal fencing rather than wood, as shown in the planning application. This is due to the fact that the school is a Grade II listed building.

<https://www.kentplanningapplications.co.uk/Planning/Display/KCC/SE/0438/2018>

This application went out to consultation and residents within the village and the residents raised several objections against the height and materials of the metal fence.

Sevenoaks DC has also objected as follows:

'Objection Lodged - The proposed fencing will have a modern urban appearance which, in conjunction with the proposed height, will have an urbanising affect on the character and appearance of the conservation area and street scene. The proposed fencing will also be prominent to the front of the grade II listed building. The fencing will be much higher, modern in appearance and out of keeping with the traditional boundary treatments within the

## Sundridge with Ide Hill Parish Council

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area, and the urban feel will detrimentally harm the setting of the listed building. This is contrary to the National Planning Policy Framework, policy SP1 of the Sevenoaks Core Strategy and policies EN1 and EN4 of the Sevenoaks Allocations and Development Management Plan.'

The school has acknowledged these objections and Richard French, a governor and a member of the community, arranged to meet residents at the school over a period of 3 afternoons to discuss the proposals and fully understand their objections. He then reported back to Governors.

Following a recent Governors' Strategy meeting, the school fully discussed the objections and agreed that the planning application would-be put-on hold, as opposed to being withdrawn, with the view that the school shall be amending the application in the light of the comments and views from the village, both in favour of and in opposition to the application. In the meantime the school is seeking further advice.

### **Conclusion:**

The school is an important part of our village community, just like the church, pub, etc, so it is important that we work together with the residents and school to solve these issues and gain the 'best fit' possible.

Cllr D M Baker

17<sup>th</sup> September 2018

# Sundridge with Ide Hill Parish Council

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## 7.2 Stubbs Wood

7.2.1 To receive update from Stubbs Wood Management Committee – update from Members on Committee

Quote from Treeability:



## QUOTE

Parish Council Of Sundridge with Ide Hill  
11 Clover Way  
Paddock Wood  
TONBRIDGE  
Kent  
TN12 6BQ  
GBR

Date  
6 Sep 2018  
TreeAbility Ltd  
Little Knoll  
Common Road  
Ightham  
Sevenoaks  
Kent  
TN15 9DY  
Quote Number  
QU-3151  
Reference  
Quote 3151 SIHPC  
VAT Number  
160694794

Site Address: Stubbs Wood, Ide Hill

Description	VAT	Amount GBP
Tree and shrub work T1 Dead Ivy covered tree overhanging road - Dismantle to near ground level Debris removal - Branches to be chipped and left as mulch, timber stacked in manageable pieces in woodland	20%	840.00
Traffic Management Application, provision and set up of 2 way lights in line with Chapter 8 of the New Roads and Street Works Act.	20%	300.00
	Subtotal	1,140.00
	TOTAL VAT	228.00
	TOTAL GBP	1,368.00



# Sundridge with Ide Hill Parish Council

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### 7.3 Finance

#### 7.3.1 To note Budget

### Sundridge & Ide Hill Budget for 2017/18

#### 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	£80.00			
105	Misc	£358.77			
1000	Hall hire	£156.00	£1,000.00		
1001	Puppy school	£587.50	£2,000.00		
1002	Dance School	£1,778.75	£2,500.00		
1006	Recreation Ground	£3,400.00	£3,500.00		
106	VAT	£8,317.26			
	<b>Sub-total</b>	<b>£45,678.28</b>	<b>£71,000.00</b>		
1005					
	<b>Total Income</b>	<b>£45,678.28</b>	<b>£71,000.00</b>		

# Sundridge with Ide Hill Parish Council

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### Sundridge & Ide Hill Budget for 2017/18

#### Overhead costs

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
<b><u>Clerk &amp; RFO Expenses</u></b>					
400	Clerks & RFO Salary	£5,293.72	£14,500.00	£-9,206.28	-63.49%
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	£653.04	£1,000.00	£-346.96	-34.70%
	<b>Totals</b>	<b>£7,062.20</b>	<b>£17,600.00</b>	<b>£-10,537.80</b>	<b>-59.87%</b>
<b><u>Members Expenses</u></b>					
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	
	<b>Totals</b>	<b>£0.00</b>	<b>£2,000.00</b>	<b>£-2,000.00</b>	<b>-100.00%</b>
<b><u>Administration Costs</u></b>					
600	Insurance Main Policy	£1,342.20	£1,350.00	£-7.80	-0.58%
601	Insurance Sundridge Rec		£150.00	£-150.00	-100.00%
602	Postage & Delivery	£107.14	£150.00	£-42.86	-28.57%
603	Printing		£50.00	£-50.00	-100.00%
604	Photocopying	£626.57	£400.00	£226.57	56.64%
605	Stationary	£56.99	£100.00	£-43.01	-43.01%
606	Subscriptions	£750.60	£1,100.00	£-349.40	-31.76%
607	Telephone	£104.95	£250.00	£-145.05	-58.02%
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	£132.92	£300.00	£-167.08	-55.69%
611	Training	£72.00	£170.00	£-98.00	-57.65%
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	£179.40		£179.40	
	<b>Totals</b>	<b>£4,037.48</b>	<b>£5,620.00</b>	<b>£-1,582.52</b>	<b>-28.16%</b>
<b><u>Professional Services</u></b>					
6000	Legal		£1,500.00	£-1,500.00	-100.00%
6001	Payroll and Auditor	£542.17	£1,000.00	£-457.83	-45.78%
	<b>Totals</b>	<b>£542.17</b>	<b>£2,500.00</b>	<b>£-1,957.83</b>	<b>-78.31%</b>
	<b>TOTAL OVERHEAD COSTS</b>	<b>£11,641.85</b>	<b>£27,720.00</b>		
<b><u>Street Lighting</u></b>					
700	Energy Cost	£984.44	£5,000.00	£-4,015.56	-80.31%
701	Maintenance Cost	£2,275.50	£3,500.00	£-1,224.50	-34.99%
702	Repairs	£2,091.16	£1,000.00	£1,091.16	109.12%
	<b>Totals</b>	<b>£5,351.10</b>	<b>£9,500.00</b>	<b>£-4,148.90</b>	<b>-43.67%</b>
<b><u>Stubbs Wood</u></b>					
800	Running Cost	£674.99	£3,000.00	£-2,325.01	-77.50%
801	Dog Bin		under Code 2005		
	<b>Totals</b>	<b>£674.99</b>	<b>£3,000.00</b>	<b>£-2,325.01</b>	<b>-77.50%</b>
<b><u>Highways</u></b>					
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	£479.99	£100.00	£379.99	379.99%
1003	Misc Contingency	£360.00	£1,500.00	£-1,140.00	-76.00%
	<b>Totals</b>	<b>£2,489.99</b>	<b>£4,000.00</b>	<b>£-1,510.01</b>	<b>-37.75%</b>
<b><u>Grounds' Maintenance</u></b>					
2000	Grass cutting - Sundridge		under code 7002		
2001	Grass cutting - Ide Hill	£5,378.66	£9,300.00	£-3,921.34	-42.16%
2002	Tree Work		£1,000.00	£-1,000.00	-100.00%
2003	Hedges	£96.00	£550.00	£-454.00	-82.55%
2004	Contingency		£1,000.00	£-1,000.00	-100.00%
2005	Dog bins	£865.80	£1,750.00	£-884.20	-50.53%
	<b>Totals</b>	<b>£6,340.46</b>	<b>£13,600.00</b>	<b>£-7,259.54</b>	<b>-53.38%</b>
<b><u>Sundridge Village Hall</u></b>					
3000	Cleaning	£390.00	£2,000.00	£-1,610.00	-80.50%
3001	Maintenance	£1,417.42	£3,200.00	£-1,782.58	-55.71%
3002	Energy	£4,352.55	£250.00	£4,102.55	1641.02%
3003	Water	£312.16	£300.00	£12.16	4.05%
3004	Insurance	£133.85	£500.00	£-366.15	-73.23%
	<b>Totals</b>	<b>£6,605.98</b>	<b>£6,250.00</b>	<b>£355.98</b>	<b>5.70%</b>
<b><u>Sundridge Recreation &amp; Pavilion</u></b>					
7000	Cleaning		£700.00	£-700.00	-100.00%
7001	Pavilion Maintenance	£354.00	£2,000.00	£-1,646.00	-82.30%
7002	Ground Maintenance	£2,864.44	£3,000.00	£-135.56	-4.52%
7003	Energy	£25.16	£250.00	£-224.84	-89.94%
7004	Water		£300.00	£-300.00	-100.00%
7005	Insurance		£500.00	£-500.00	-100.00%
7006	Miscellaneous	£226.37	£500.00	£-273.63	-54.73%
	<b>Totals</b>	<b>£3,469.97</b>	<b>£7,250.00</b>	<b>£-3,780.03</b>	<b>-52.14%</b>
<b><u>Ide Hill Car Park &amp; Conveniences</u></b>					
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%
	<b>Totals</b>	<b>£165.55</b>	<b>£3,500.00</b>	<b>£-3,334.45</b>	<b>-95.27%</b>
	<b>TOTAL ASSET COSTS</b>	<b>£25,098.04</b>	<b>£47,100.00</b>	<b>£-22,001.96</b>	<b>-46.71%</b>
	<b>Total Overhead</b>	<b>£36,739.89</b>	<b>£74,820.00</b>	<b>£-38,080.11</b>	<b>-50.9%</b>
18 09 17 SWIH Full Council					
Aprils payment inc £35.88 Wifi					
May's payments inc £35.88 Wifi					
June Payments inc £35.88 Wifi					
July Payments inc £35.88 Wifi					
August payments inc £35.88 Wifi					

# Sundridge with Ide Hill Parish Council

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### Sundridge & Ide Hill Budget for 2017/18

#### Other costs

Code	Description	Actual	Budget	Actual vs Budget	Recommendations
	<b>Grants</b>				
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%	
	<b>Totals</b>	<b>£300.00</b>	<b>£4,750.00</b>	<b>£4,450.00 -93.7%</b>	
	<b>Play Areas</b>				
4,000	Playground, incl, maintenance & inspection		£2,000.00	£2,000.00 -100.0%	
4,001	Dog Bins			£0.00	
	<b>Total</b>	<b>£0.00</b>		<b>£0.00</b>	
	<b>Miscellaneous</b>				
614	Christmas festivities	£26.50	£250.00	£223.50 -89.4%	
615	APM	£33.00		-£33.00	
	<b>Total</b>	<b>£59.50</b>		<b>-£59.50</b>	
	<b>Total Other Costs</b>	<b>£359.50</b>	<b>£4,750.00</b>	<b>£4,390.50 -92.4%</b>	

# Sundridge with Ide Hill Parish Council

## Document Pack Information Sheet –September 17 2018

### Sundridge & Ide Hill Budget for 2018/19

#### Overview of Income and Expenditures

Code	Description	Actual	Budget	Actual vs Budget	Actual vs Budget %	Recommendations
<b>Income</b>						
	Precept	£31,000.00	£62,000.00	£31,000.00	-50.0%	
	Sevenoaks District Council		£0.00	£0.00		
	Other	£14,678.28	£9,000.00	£5,678.28		
	<b>Sub-total</b>	<b>£45,678.28</b>	<b>£71,000.00</b>	<b>£36,678.28</b>		
				£0.00		
	<b>Total Income</b>	<b>£45,678.28</b>	<b>£71,000.00</b>	<b>£25,321.72</b>	<b>-35.7%</b>	
<b>Expenses</b>						
<b>Overhead:</b>						
	Clerk & RFO Expenses	£7,062.20	£17,600.00	-£10,537.80	-59.9%	
	Members Expenses		£2,000.00	-£2,000.00	-100.0%	
	Administration Costs	£4,037.48	£5,620.00	-£1,582.52	-28.2%	
	Professional Services	£542.17	£2,500.00	-£1,957.83	-78.3%	
	<b>Sub-total - Overhead</b>	<b>£11,641.85</b>	<b>£27,720.00</b>	<b>-£16,078.15</b>	<b>-58.0%</b>	
<b>Asset costs:</b>						
	Street Lighting	£5,351.10	£9,500.00	-£4,148.90	-43.7%	
	Stubbs Wood	£674.99	£3,000.00	-£2,325.01	-77.5%	
	Highways	£2,489.99	£4,000.00	-£1,510.01	-37.8%	
	Grounds' Maintenance	£6,340.46	£13,600.00	-£7,259.54	-53.4%	
	Sundridge Village Hall	£6,605.98	£6,250.00	£355.98	5.7%	
	Sundridge Recreation & Pavilion	£3,469.97	£7,250.00	-£3,780.03	-52.1%	
	Ide Hill Car Park & Conveniences	£165.55	£3,500.00	-£3,334.45	-95.3%	
	<b>Sub-total - Assets</b>	<b>£25,098.04</b>	<b>£47,100.00</b>	<b>-£22,001.96</b>	<b>-46.7%</b>	
<b>Other Costs:</b>						
	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		
	<b>Sub-total - Other</b>	<b>£359.50</b>	<b>£7,000.00</b>	<b>-£6,640.50</b>	<b>-94.9%</b>	
	<b>Total Expenditures</b>	<b>£37,099.39</b>	<b>£81,820.00</b>	<b>-£44,720.61</b>	<b>-54.7%</b>	
	<b>Operating Balance (Surplus/Loss)</b>	<b>£8,578.89</b>	<b>-£10,820.00</b>	<b>£70,042.33</b>	<b>-179.3%</b>	
	<b>Total</b>	<b>£0.00</b>				
	<b>Adjusted Operating Balance</b>	<b>£8,578.89</b>				
<b>Simple Statistics:</b>						
	<b>Income (pre Playground) less Overheads</b>	<b>£34,036.43</b>	<b>£43,280.00</b>			
	Overhead as % of Income (pre Playground)	25.5%	39.0%			
	Asset costs as % of Income (pre Playground)	54.9%	66.3%			
	<b>Income (pre Playground) less O'heads &amp; Asset</b>	<b>£8,938.39</b>	<b>-£3,820.00</b>			
	All costs (excl Playground) as % of Income	81.2%	112.4%			
	<b>Total Costs as % of Total Income</b>	<b>81.2%</b>	<b>115.2%</b>			
	Bank Accounts	01/04/2018	July 5th 2018	03/09/2018		
	4407 Sundridge Recreation Account	£9,259.81	closed	Closed		
	3008 Stubbs Wood	£15,000.00		£15,000.00		
	3024 Sundridge Village Hall	£9,612.16		£9,612.16		
	5553 Eliza charity Account	£0.00	£0.00	£0.00		
	7268 Current Account		£85,948.54	£77,171.44		

# Sundridge with Ide Hill Parish Council

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## 7.3.2 To note Finance Committee Minutes of 11 September 2018

### SUNDRIDGE WITH IDE HILL PARISH COUNCIL

#### Minutes of the Finance Committee Meeting Tuesday 11<sup>th</sup> September, 2018 at 7pm, Sundridge Village Hall

##### Minutes

1. Minutes of the meeting held on the 24<sup>TH</sup> April, 2018  
***The minutes of the meeting were agreed and signed accordingly***
2. Matters arising from those Minutes.  
***Members discussed the matters arising from the previous minutes.***
  - 2.1 – To review Earmark Reserves  
***Members discussed the earmark reserves against the current budget. All agreed no change at present but to be reviewed again at the next finance meeting.***
  - 2.2 – Update and review financial regulations  
***Members discussed the current financial regulations, it was agreed certain areas needed amendment and updating. Members agreed the RFO will make the adjustment and circulate for agreement by email to be circulated to full council. Action RFO***
2. Public Forum  
***None***
3. To Review budget for 2018/19.  
***Members discussed the budget and agreed no change is needed at this present time. Members also agreed the amenities committee will take recommendations to full council.***
4. To Review contracts for hiring of the village hall and recreation areas.  
***Members discussed both contracts and it was agreed the Sundridge Village Hall contract will be taken for agreement at to the full council. Recreation contract is awaiting resolution and will be taken to the full council for discussion.***
5. To Discuss internet banking.  
***Members agreed to re look at the internet banking once the elections have taken place in May and new signatures will be required on the bank mandate.***
6. To review Charity accounts under the parish council name.  
***Members noted the two charities under the parish council and the contacts. The RFO will look into closing the Eliza Martyn account. Action RFO***
7. Urgent issues at the discretion of the chairman for noting or inclusion on future agenda.  
***Cllr Banbrook explained there are issues with the column on the Highstreet which is still under the insurance claim. The light still does not work which Cllr Banbrook is trying to resolve. An additional cost is going to be incurred. This should be covered by the insurance claim. RFO and Cllr Banbrook are working toward resolving the situation.***  
***Cllr Baker brought to the attention of the council the fence at the playground needs repairing, this is under warranty. RFO to action***  
***RFO brought to the attention of the council the playgrounds need inspecting monthly. RFO will get quotes to be taken to the full council.***  
***Cllr Baker brought to the attention of the council the permitted development certificate has not been received. Cllr Lovegrove will investigate this further.***
9. Date of next meeting  
***Members agreed the next meeting will be 13<sup>th</sup> November 2018***

Meeting Closed at 20.30

# Sundridge with Ide Hill Parish Council

## Document Pack Information Sheet –September 17 2018

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

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

Please visit our website at: [www.sundridgewithidehillpc.kentparishes.gov.uk](http://www.sundridgewithidehillpc.kentparishes.gov.uk)

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## 7.4 Outside Bodies

- 7.4.1 To receive update on the Community Land Trust project – update from Cllr Evans at meeting
- 7.4.2 To note any reports from outside bodies.

## 8.0 Items for noting

### 8.1 Correspondence

#### 8.1.1 To note correspondence to follow

1. Sevenoaks District Council: Charity run raises record amount for local dementia services
2. SDC - Development Control Committee - 5 July 2018 – Minutes
3. SDC - Licensing Committee - 9 July 2018 – Minutes
4. SDC - Fw: RESCHEDULED - SoWN - 24-07-18 - New Road, Sundridge, Sevenoaks – SD – sent to all Cllrs
5. SDC RESCHEDULED - SoWN - 27-07-18 - Sundridge Lane/ Sundridge Hill, Knockholt/ Sundridge, Sevenoaks – SD – sent to all Cllrs
6. SDC - Economic & Community Development Advisory Committee - 26 June 2018 -Minutes
7. SDC - [Legal & Democratic Services Advisory Committee – 28 June 2018 - Minutes](#)  
[Licensing Sub Committee Hearing – 12 July 2018 at 10.30am – Minutes \(Neverworld, Cowden & Hever\)](#)
8. Sevenoaks District Council: Residents asked to comment on proposed changes to Council Tax Support scheme
9. PCC Annual Policing Survey 2018 - PCC asks residents "How safe do you feel where you live?"
10. KALC - Kent Police News
11. Sevenoaks District Council: Have your say on the future of Bradbourne Lakes
12. SDC - Development Control Committee – 26 July 2018 - Late Observations
13. SDC - [03 \(2018/19\) - Pilot mobile home park energy efficiency retrofit project 04 \(2018/19\) – Installation of A/C units to 1<sup>st</sup> floor office accommodation & refurbishment of Suffolk House, Sevenoaks](#)
14. Sevenoaks District Council: The Council's clean, green parking machine
15. KALC - Chief executive's bulletin
16. KALC - Kent Community Safety Newsletter - July 2018
17. KALC - NALC Chief Executive's bulletin
18. SDC - Sevenoaks District Council: Save the date to defibrillate with free training event
19. SDC - [Licensing Sub Committee Hearing – 20 July 2018 – Minutes \(Brisket & Barrel, Sevenoaks Town & St. John's\)](#)  
[Council – 24 July 2018 - Minutes](#)
20. SDC - CIL Spending Board - 18 December 2018 - New date for diary
21. SDC - NALC Annual Conference - 30/31 October 2018
22. KALC - Government publication of the revised NPPF – 2018
23. SDC - Sevenoaks District Council: More drop-in sessions arranged for Local Plan consultations
24. Sevenoaks District Council: Farningham, Horton Kirby & South Darenthby-election candidates revealed
25. Sevenoaks Police - Key Messages
26. KALC - NALC Chief Executive's bulletin
27. SDC - Development Control Committee - 26 July 2018 – Minutes
28. KALC - Consultation: LGA green paper for adult social care and wellbeing
29. SDC - Article on Rogue Traders and Bogus Callers Aug 2018
30. KALC - NALC Newsletter
31. Sevenoaks District Council: Landlords urged to be aware of legislation change

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32. SDC - Urgent Road Closure - Brasted Hill Road, Brasted - 15 August 2018(Sevenoaks) – sent to all Cllrs
33. KALC - Community Resilience Workshop - Saturday 6 October
34. KALC - GOVERNMENT SHALE GAS EXPLORATION AND PRODUCTION PLANNINGCONSULTATIONS
35. KALC - Funding Available for all Taxi Firms and Owner Operators
36. SDC - Sevenoaks District Community Safety Partnership Newsletter - June2018
37. KALC - KCC Rights of Way Improvement Plan (ROWIP)
38. KALC - House of Lords Select Committee on Regenerating Seaside Towns and Communities - Call for Evidence
39. KALC - Chief executive's bulletin
40. SDC - Sevenoaks District Council: Sevenoaks gets in the picture with newarts centre
41. KALC - Kent PCC August 2018 Newsletter
42. SDC - Audit Committee - 19 July 2018 – Minutes
43. SDC – Portfolio Decision - [05 \(2018/19\) - Older people's housing stock and needs analysis](#)
44. KALC - Government Consultation - Taking Flight: The Future of Drones in theUK - deadline 17 September
45. KALC - NALC Newsletter
46. KALC - Chief executive's bulletin
47. SDC - Town & Parish Clerks' newsletter
48. Sevenoaks District Council: Don't risk missing out on the gambling policy consultation
49. KALC - Chief executive's bulletin
50. KALC NEWS
51. Sevenoaks District Council: Results of the Farningham, Horton Kirbyand South Darenth by-election
52. [venkata vemuri <vsvemuri@ragsolutions.co.uk>](mailto:vsvemuri@ragsolutions.co.uk) Textile Banks – on FC Agenda to discuss
53. Sevenoaks District Seniors Action Forum - Newsletter 33August/September 2018
54. KALC - North Downs Way Pilgrims Festival
55. SDC – Portfolio Decision - 06 – (2018/19) Funding the Management of the Sevenoaks District Housing Register
56. SDC - Celebrating 100 years of women's achievements - working with youth groups
57. KALC - Kent County Council's 'Household Waste Recycling Centre (HWRC) Consultation'
58. KALC - Chief executive's bulletin
59. KALC - NALC Newsletter
60. SDC - Dementia Friendly
61. SDC – Published Portfolio Decision - [07 – 2018/19 Submission of Evidence to the House of Lords Select Committee on the Rural Economy](#)
62. KALC - Chairmanship Conference 2018: 13th December: Call for papers
63. Sevenoaks District Council: Injunction served on Swanley residentspreparing site for caravans
64. SDC - Scrutiny Committee - 19 July 2018 - Minutes Scrutiny Committee - 19 July 2018 – Minutes
65. Rural Kent - Learning from Wickham CLT Event – sent to all Cllrs
66. SDC – Published Portfolio - [Cabinet – 13 September 2018 – Supplementary Agenda](#)  
[Finance Advisory Committee – 4 September 2018 – Minutes](#)
67. Emergency Road Closure - Sundridge Hill, Sundridge - 11 September2019 (Sevenoaks) – sent to all Cllrs
68. Sevenoaks District Council: Win £100 by having a say on local priorities
69. SDC - Cabinet - 13 September 2018 – Minutes
70. KALC - Newly available flu vaccine this winter could prevent 700 deaths,over 2000 hospitalisations and 30,000 GP consultations in those aged 65 andover in England
71. Sevenoaks District Community Plan Consultation Survey
72. KALC - Media release: New Suicide Prevention Funding for Community Groups



**Sundridge with Ide Hill Parish Council**  
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**8.1.1.1**

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

From: "Westerham Town Council" <[office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)>

Sent: Thursday, 13 September, 2018 12:51

To: "Westerham Town Council" <[office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)>

Subject: Re: Meeting

Dear All

Thank you for all your responses regarding a meeting of neighbouring councils and organizations.

The meeting will be on Wednesday 3<sup>rd</sup> October at 7.30 pm at the Westerham Town Council offices.

The meeting will be chaired by Cllr Helen Ogden. If you would like anything specific on the Agenda please let me know.

We look forward to seeing you all on 3<sup>rd</sup> October.

Kind regards

**Angela Howells**

Town Clerk

Westerham Town Council

Russell House, Market Square

Westerham. TN16 1RB

t:01959 562147

[office@westerhamtowncouncil.gov.uk](mailto:office@westerhamtowncouncil.gov.uk)

[www.westerhamtowncouncil.gov.uk](http://www.westerhamtowncouncil.gov.uk)

## Sundridge with Ide Hill Parish Council

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### 8.1.1.2

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

From: "venkata vemuri" <vsvemuri@ragsolutions.co.uk>

Sent: Wednesday, 5 September, 2018 14:53

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

Subject: Textile Banks

Dear Madam

I am from Rag Solutions Int Ltd, we are a textile recycling company based in Kent. I am writing to ask if your council would be so kind and give us permission to place a clothes banks in your recycling points or council grounds.

If we were allowed to place clothes banks in your recycling points, not only would we empty them weekly and clean the area but we could offer a monetary amount per month - meaning if we were to place banks in your grounds we would give you **£400 per tonne clothes collected** or standard rental of **£70 p/m** for each bank.

We are happy to share the recycling points with other charities or commercial collectors, if you already have one.

I look forward to hearing from you.

Kind Regards

Venkata Vemuri  
Textile Bank Coordinator  
Rag Solutions Int Limited

Office phone: 01233 770107

Mobile: 07584425079

Unit-1A  
Marley Farm  
Headcorn Road  
Smarden  
Kent  
TN27 8PJ

# Sundridge with Ide Hill Parish Council

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## 8.1.2 To note the correspondence regarding the footpath

Dear Mr Galletti

Thank you for your copying me in on your emails.

When you first highlighted the issues over the footpath, your emails were included in the correspondence of the Full Council meeting.

However, as John has advised the Members concluded that this was a private dispute and it would not be appropriate for the Parish Council to become involved.

As Clerk I am unable to respond to such issues without a directive from the Members. If you would like the Parish Council to consider a specific issue please do let me know and I will include it on the Agenda of the next Full Council meeting. Alternatively you are most welcome to attend any meetings.

with best wishes

Amanda Barlow  
Clerk

----Original Message-----

Sent: Monday, 3 September, 2018 11:50

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

Subject: Fw: Fw: Fw: NEW FOOTPATH APPLICATION

Dear Amanda.

Re your email received today. Thank you very much for it and I accept that I am totally at fault for not approaching you directly as soon as I had received this email from John.

However, at that early stage in the proceedings I thought that I could persuade Dean of the error of his ways in closing off all the paths on his land, except the established public rights of way and therefore did not wish to become involved in any formal legal objection to what he had done. Hence, I simply copied you into the correspondence with a vague hope that I would receive some helpful advice from you, or the Parish Council ... like a copy of the necessary application form for the creation of a ROW?

It has now become clear that Dean Gregory has no intention of reversing the actions he has taken to prevent the recreational use of parts of his land that have been used by recreational users for well over the statutory 20 years necessary to apply for them to be made into public rights of way. And therefore, if we, the past users of these well defined paths, are going to be able to continue to use them, then it will be necessary for us to make an application to do so ...

I do not know how involved the Sundridge with Ide Hill Parish Council have been with the KCC's "Rights of Way Improvement Plan" (ROWIP) consultation process that began on the 20th June and ends on 12th September ie on Wednesday week but would have thought that these disputed paths would have been a good subject to take up on behalf of the residents of the Sundridge who regularly walk/run around the edges of Dean Gregory's land. I have been told that there has been a precedent of PCC involvement with a similar dispute over the northern part of Combe Bank Lane but that fizzled out when the landowner capitulated?

Perhaps I should have consulted with the PCC's footpaths spokesperson who I now know to be Nicky Biddall?

Best wishes

Ian

# Sundridge with Ide Hill Parish Council

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----- Forwarded Message -----

**From:** jaandplevans <jaandplevans@yahoo.co.uk>  
**Sent:** Sunday, 17 June 2018, 22:27  
**Subject:** Re: Fw: Fw: NEW FOOTPATH APPLICATION

Ian . If you wish this issue to become more formal , please email Amanda Barlow - clerk- on PC website . We can only get involved if a formal complaint is made . You have a cast iron case regarding previous and frequent use so you could make it official .

Regards John

## 8.1.3 To note the correspondence regarding speeding in Ide Hill

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

**From:** "Alan Fletcher" <alancfletcher@gmail.com>  
**Sent:** Monday, 3 September, 2018 06:26  
**To:** clerk@sundridgewithidehill-pc.gov.uk  
**Cc:** "John Evans" <john.evans@sundridgewithidehill-pc.gov.uk>  
**Subject:** Re: Ide Hill Road  
Hi Amanda,

Thanks for responding.

I'll respond with full comments, that I would very much like put to members, by mid-week.

Thanks

Alan

On Mon, 3 Sep 2018, 07:22 [clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk), <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)> wrote:

Dear Alan

Thank you for your email. The Parish Council do not meet in August and I have been unable to put your comments to Members.

I am currently on Annual Leave but return later this week. I will discuss your comments with Cllr Evans and respond accordingly.

I apologise for the delay in getting you a full response.

with best wishes

Amanda Barlow

Clerk

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

**From:** "Alan Fletcher"  
**Sent:** Saturday, 1 September, 2018 07:13  
**To:** [clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)  
**Cc:** "John Evans" <[john.evans@sundridgewithidehill-pc.gov.uk](mailto:john.evans@sundridgewithidehill-pc.gov.uk)>  
**Subject:** Re: Ide Hill Road

Hi Amanda, John,

I trust all is well. I don't recall receiving your responses to the questions I asked back in July (see email below). I'd welcome a response as soon as possible.

## Sundridge with Ide Hill Parish Council

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As discussed, I can't make your meetings because I don't get home from work in time, so this is my only way of inputting into the parish council, which of course, I partially fund.

Once again, if there is a councillor with specific responsibility for highways, please pass me their details. I'm growing rather frustrated with the lack of communication, and opacity of your activities.

Thanks,

Alan

On Wed, 18 Jul 2018, 10:09 Alan Fletcher, <

Hi Amanda,

Many thanks for sharing the data with me.

My concern is not, nor has it been for over a year, with the speeds people do on the section of road that you measured; a section of road that already has a 40mph limit.

My issue is with the speed limit being 60mph on the rest of Ide Hill Road, specifically between the community shop and Cooper's Corner.

Are you telling me that the parish council are dropping their efforts to have this limit reduced to a 40mph limit, as per the section from the Woodman to the community shop?

If so:

- on what basis are you dropping your activities?

- for what reason was a speed survey not undertaken on this section of road?

Thanks

Alan

On Wed, 18 Jul 2018, 09:56 [clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk), <[clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)> wrote:

Dear Alan

Thank you for your email. I attach the speed survey results. The Members discussed the results of the speed survey and resolved that no further action should be taken. You will see that the speed survey was extremely extensive over a long period of time and shows minimal speeding on this road. The Police would review this data and see if any fatal accidents have occurred (we are not aware of any at this location) before taking any action.

The Parish Council is currently setting up a speed watch group and this could be a possible location.

Please do not hesitate to contact me should you require any further information.

with best wishes

Amanda Barlow

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

From: "Alan Fletcher" <

Sent: Monday, 16 July, 2018 16:59

To: [clerk@sundridgewithidehill-pc.gov.uk](mailto:clerk@sundridgewithidehill-pc.gov.uk)

Subject: Re: Ide Hill Road

Hi Amanda,

Unfortunately the meetings are at a time I can't get home from work by. Furthermore, with two small kids it's rather tough to get out in the evening. Is there no way that I can feed questions in and then review the answers via the minutes?

Or is there a responsible councillor whom I could speak directly about the speed limit changes?

Thanks

Alan

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

**10. Date of next meeting Monday 15 October at Sundridge Village Hall**