

ASH-CUM-RIDLEY PARISH COUNCIL

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10 July 2026

Dear Councillor

You are hereby summoned to attend the next meeting of the Ash-cum-Ridley parish Council which will be held at **7.30pm on Thursday 16 July 2026 at Ash Village Hall, The Street, Ash, TN15 7HB.**

Yours faithfully

A de Jager

Alison de Jager
Parish Clerk

AGENDA**1. APOLOGIES FOR ABSENCE****2. DECLARATIONS OF MEMBERS INTERESTS AND DISPENSATIONS****3. TO APPROVE THE MINUTES** of the Parish Council meeting held on Thursday 18 June 2026 (Attached).**4. PUBLIC SESSION AND EXTERNAL REPORTS**

- KENT POLICE
- COUNTY COUNCILLOR
- DISTRICT COUNCILLORS
- NEW ASH GREEN VILLAGE ASSOCIATION

5. CLERK'S REPORT**(APPENDIX A GREEN)**

To note the report of items for information from the Clerk.

6. COUNCIL ADMINISTRATION**(APPENDIX B ORANGE)**

- 6.1 **IT Policy** – To give consideration to the adoption of the attached draft policy.
- 6.2 **Document Retention Policy** – to carry out a review of the attached policy.
- 6.3 **Accessibility Statement** – to carry out a review of the attached policies for the Parish Council and Ash Green Sports Centre.
- 6.4 **Ash Burial Ground** – to carry out a review of the Regulations for the Burial Ground and Memorial Garden. (attached).

7. FINANCE AND GOVERNANCE**(APPENDIX C PINK)**

- 7.1 **Current Financial Position:** To receive a verbal update from the Deputy Clerk on the Council's current financial position and note the reports attached.
- 7.2 **Approval of Payments:** To approve the payments made since the last meeting, up to 09 July 2026.

8. PLANNING**(APPENDIX D GOLD)****8.1 Applications:**

26/01355/PIP: The Oaks, Billet Hill, Ash, TN15 7HG – Erection of dwellings with a minimum of 1 or maximum of 1 net dwellings and associated ancillary works. **Cllr M Manley**

26/01399: Holywell Park, Greenfields, Hodsoll Street, TN15 7LE - Demolition of conservatory to be replaced with two storey side extension. **Cllr F Coffee**

8.2 To note the notes of the Planning Applications Working Group meeting of 07 July 2026 (attached).

8.3 **Sevenoaks District Council Local Plan** – Regulation 19 Consultation. Report attached.

9. ASH GREEN SPORTS CENTRE

(APPENDIX E BLUE)

9.1 **Current Financial Position:** To receive a verbal update from the Deputy Clerk/Finance Officer on the Sports Centre's current financial position and note the reports attached.

9.2 **Approval of Payments** – To approve the payments made since the last meeting to 09 July 2026.

10. COMMUNITY AND ENVIRONMENT

(APPENDIX F LILAC)

10.1 **Highways Improvement Plan (HIP) Working Group** – to note the notes of the meeting of the Working Group held on 17 June 2026.

10.2 **Children's Centre** – report attached.

11. ITEMS FOR INFORMATION:

13.1 To receive verbal reports from all Councillors, for information only.

12. PROGRESS TRACKER

(APPENDIX G LIGHT BLUE)

14.1 To note the progress tracker of Council decisions.

ASH-CUM-RIDLEY PARISH COUNCIL

Minutes of the meeting held on Thursday 18 June 2026 at Hodsoll Street & Ridley Village Hall, Hodsoll Street, TN15 7LE commencing at 7.30pm.

Present: Cllr S Fishenden
Cllr M Aspinall
Cllr R Brammer
Cllr C Clark
Cllr C Gorton
Cllr S Hobbs (arrived 7.33pm)
Cllr P Kirtley
Cllr I MacLeod
Cllr V Ngwenya (arrived 7.33pm)

In Attendance: Alison de Jager – Parish Clerk
Megan Hodges – Assistant Clerk
1 member of the public

9116/26 Apologies for Absence

Apologies for absence were received from Cllrs F Cottee (holiday), J Clucas (ill), S Glover (family commitment) M Manley (holiday), J Scott (SDC Development Management Committee). Cllr C Clark PROPOSED that the apology and reason for absence were accepted. SECONDED: Cllr C Gorton and AGREED.
District Councillors M Lindop, Penny Cole and Perry Cole sent their apologies.

9117/26 Declarations of Members Interests and Dispensations

None

9118/26 Minutes

It was RESOLVED that the minutes of the meeting held on Thursday 21 May 2026 be signed and approved. PROPOSED: Cllr S Fishenden SECONDED: Cllr R Brammer and AGREED.

9119/26 Public Session and External Reports

County Councillor M Fothergill advised that the Local Government Reorganisation (GR) continues and that she has concerns regarding democracy as this transitions. Following Sevenoaks District Council's decision to refuse planning permission for the solar farm at Ridley, Cllr Fothergill is working on a motion to put forward at the July cabinet meeting regarding a change in policy at KCC. (Cllrs S Hobbs and V Ngwenya arrived) Cllr Fothergill continues with case work, assisting parents with school transport working together with MP's in this regard. Potholes that had temporary repairs during winter are being repaired by the new contractor that was appointed on 01 May 2026. Cllr Fothergill confirmed that Kent Highways had not submitted an objection to the Solar Farm application.

9120/26 Clerk's Report

a. The Clerk's Report was RECEIVED and NOTED.

9121/26 Council Administration

a. **Scope for Internal Audit** – The review of the Scope for Internal Audit was carried out without amendment. PROPOSED: Cllr S Fishenden SECONDED: Cllr P Kirtley and AGREED.

- b. **IT Policy** – Cllr M Aspinall PROPOSED that a decision on adopting the draft policy is deferred to July 2026 to allow for the inclusion of the use of Artificial Intelligence in the policy. SECONDED: Cllr C Gorton and AGREED.
- c. **Local Council Award Scheme** – Cllr S Fishenden PROPOSED that the Parish Council submits an application for a Bronze Award in the amount of £130.00 plus VAT. SECONDED: Cllr M Aspinall and AGREED.

9122/26 Finance and Governance

- a. **Current Financial Position** – The Clerk advised that the current balance is £303,563 with a surplus of £117,147. General reserves after adjustments are £796,142. Payments that were noted were the annual insurance to Zurich and the replacement of the showers in both changing rooms at Ash Green Sports Centre. The survey for the Children's Centre building has been paid in the amount of £1,297. Land registry documents were purchased for the submission to list Ash Green Sports Centre as an Asset of Community Value. Flowers were sent to a member of the Sports Centre following an injury sustained while playing Badminton.
- b. **Approval of Payments:** Cllr M Aspinall PROPOSED that the payments made since the last meeting up to 12 June 2026 are APPROVED. SECONDED: Cllr C Gorton and AGREED.
- c. **Financial Regulations** – the review of the Financial Regulations was carried out. Cllr V Ngwenya PROPOSED the suggested amendments are adopted. SECONDED: Cllr I MacLeod and AGREED.
- d. **Risk Management Review** – The review of the Parish Council's Risk Management was carried out without amendment. PROPOSED: Cllr S Fishenden SECONDED: Cllr M Aspinall and AGREED.

9123/26 2025-26 Financial Year End

- a. **Year End Accounts 2026** – Cllr S Fishenden PROPOSED that the accounts for the year ended 31 March 2026 for the Parish Council, Ash Green Sports Centre and Northfield are APPROVED and SIGNED. SECONDED: Cllr R Brammer and AGREED.
- b. **Internal Audit** – The report of the Internal Auditor which was conducted on 06 June 2026 was RECEIVED and NOTED.
- c. **Annual Internal Audit Report** – It was NOTED that the Annual Internal Audit Report from the Annual Governance Statement was signed by the Internal Auditor on 06 June 2026.
- d. **Statement of Internal Control** – Cllr S Fishenden PROPOSED that effectiveness of the Statement of Internal Control for the year ended 31 March 2026 is AGREED and signed by the Chairman and Responsible Finance Officer. SECONDED: Cllr P Kirtley and AGREED.
- e. **Annual Governance Statement** – Section 1 – Annual Governance Statement 2025/26 for the annual Governance and Accountability Return (AGAR) was completed. Members answered yes to account statements with the exception of Assertion 10 as the IT Policy was not adopted before 31 March 2026. Cllr C Gorton PROPOSED that the statement was signed by the Chairman and Clerk. SECONDED: Cllr S Hobbs and AGREED.
- f. **Accounting Statements** – Cllr S Fishenden PROPOSED that the accounts for the year ended 31 March 2026 for the Parish Council (including Ash Green Sports Centre and Northfield Management Committee) are APPROVED and that Section 2 of the AGAR is signed by the Chairman. SECONDED: Cllr R Brammer and AGREED.
- g. **Exercise of Public Rights** – Cllr V Ngwenya PROPOSED that the dates selected for the period of exercise of public rights is confirmed from Monday 22 June 2026 to Friday 31 July 2026. SECONDED: Cllr P Kirtley and AGREED.

9124/26 Planning

a. Applications:

26/01379/PIP: Land South West of West Yoke Depot, Michaels Lane - Erection of dwellings with a minimum of 1 and maximum of 9 net dwellings and associated ancillary works Cllr S Fishenden PROPOSED that the Parish Council objects to this application. The site lies within the Green Belt, where strict policies of restraint apply. The proposed development, involving the introduction of dwellings together with tarmac access, parking areas and associated works, constitutes inappropriate development that would harm the openness of the Green Belt and erode the character of the area. As such, it conflicts with Policy L08 of the Core Strategy and national guidance set out in the National Planning Policy Framework. The proposed dwellings and associated hardstanding would introduce an urbanised form of development that is wholly out of keeping with the existing rural character of the site and its surroundings. The area currently comprises open countryside, and the scale and nature of the proposal would significantly alter its appearance. The development is therefore contrary to Policies L01, L08 and SP1 of the Core Strategy, as well as EN1 and EMP5 of the Sevenoaks Allocations and Development Management Plan.

It is also important to consider the cumulative impact of development in the immediate area. An outline application for 300 dwellings (26/00670/OUT) has been submitted approximately 250 metres to the north as part of the emerging Sevenoaks Local Plan. In addition, planning permission has recently been granted for 18 dwellings at High View (26/00366) and 18 dwellings at Church End (26/00992), both within 400 metres of the site, while a further 18 dwellings at the Oast House, Ash Road have just been completed within the same vicinity. The Planning Statement suggests that the proposal represents an appropriate use of land in light of the Council's five-year housing land supply position; however, there has already been a significant increase in development in this area over the past two years, far exceeding historic levels. These developments should not be viewed in isolation, but as part of a cumulative pattern that ought to be properly planned through the Local Plan process.

New Ash Green and Ash have been identified to accommodate approximately 1,250 homes within the Sevenoaks Local Plan, equating to around 12% of the district's housing growth within only 1.5% of its land area. The addition of further substantial Green Belt development would fundamentally and irreversibly alter the rural character of the area.

Furthermore, access to the site is via two very narrow lanes, which are little more than historic cart tracks and already unsuitable for the volume and type of traffic they currently carry. The proposal would inevitably increase traffic movements along these routes, raising serious concerns regarding highway safety and suitability of access. The Parish Council questions whether sufficient weight has been given to these constraints in the assessment of the application. **SECONDED: Cllr C Clark and AGREED.**

26/01049: 9 Butlers Place, West Yoke, Ash, TN15 7HR – Demolition of conservatory to be replaced with two storey side extension. Cllr S Fishenden PROPOSED that the Parish Council does not object to this application, but requests that Green Belt Policy GB1 is complied with. **SECONDED: Cllr P Kirtley and AGREED.**

- d. The notes of the Planning Applications Working Group meeting of 02 June 2026 were NOTED.

9125/26 Ash Green Sports Centre

- a. **Current Financial Position –** The Clerk advised that the current balance is £17,758.99 with a surplus of £1965.60 which is approximately 1.7 times running costs. Most income codes are on budget. A new table tennis table has been purchased.

- b. **Approval of Payments** – Cllr S Hobbs PROPOSED that the payments made since the last meeting to 12 June 2026 are APPROVED. SECONDED: Cllr M Aspinall and AGREED.
- c. **Sports Centre Working Group** – The notes of the meeting of 13 April 2026 were NOTED.

9126/26 Northfield Management Committee

- a. The minutes of the meeting of the Northfield Management Committee meeting held on 22 May 2026 were NOTED.

9127/26 Community and Environment

- a. **Anti-Social Behaviour and CCTV Provision** – the report on the possible provision of CCTV was NOTED. Cllr M Aspinall PROPOSED that the officers investigate the possibility of providing CCTV in New Ash Green, first liaising with the SDC Community Safety Unit and Kent Police with regard to legislation and GDPR, and if this project can move forward, to arrange a meeting with the New Ash Green Village Association to seek permission as land owners and to use their infrastructure and request that a lighting inspection in all car parks is carried out. SECONDED: Cllr S Fishenden and AGREED.

9128/26 Items for Information

- Cllr S Hobbs advised that she had spoken to a resident who has recently joined Ash Green Sports Centre and she praised the classes provision which she is thoroughly enjoying.
- Cllr P Kirtley advised that Cllr M Fothergill was arranging press coverage of the closing of the Post Office and the impact that this will have on our residents. Cllr M Fothergill will write again to Tom Tugendhat MP in this regard.
- Cllr C Gorton informed everyone that Village Day will be held on Saturday 20 June 2026.
- Cllr C Clark suggest that as the purchase of the Children's Centre progresses, that consideration is given to the installation of solar panels.
- Cllr S Fishenden advised that the next Police Independent Advisory Group meeting would be held on 7 July at Sevenoaks Primary School and invited any interested members to accompany him.
- The Clerk advised that food caddy liners were being supplied by SDC for sale to the public and are available from the Reception at Ash Green Sports Centre at 50p per roll.
- HIP Update – going forward, site visits will be included in the annual HIP meeting with Kent Highways Community Engagement Officer and Kent County Councillor M Fothergill.

9129/26 Progress Tracker

The Progress Tracker was NOTED.

The meeting closed at 8.12pm

Signed:
Chairman

Date:

Clerk's Report

ASH-CUM-RIDLEY PARISH COUNCIL

Agenda Item: **5 – Full Council 16 July 2026**

Report Title: **Clerk's Report**

ASH GREEN SPORTS CENTRE

The Sports Centre welcomes a new instructor, making the Sports Centre fully staffed.

BULLETIN

The 2nd edition for 2026 has been printed and is currently out for delivery.

BURIAL GROUND

A Burial Ground site visit on 6 July 2026 was undertaken and identified maintenance requirements:

- Removal of graffiti on path and Memorial Garden wall
- Removal of tree saplings from graves
- Substantial facing of hedge on the northern boundary of the Burial Ground.

CCTV PROVISION

Confirmation has been received from SDC Community Safety Unit that we would require permission from the owner of the lamp posts (NAG VA) and agreement on who will be responsible for the movement of mobile cameras. Sharing of images is permissible through their system and to the CSU, but this is not a legal requirement. Relevant signage near the cameras that meets legislation must be in place.

A meeting has been requested with the VA to discuss this provision as well as requesting an audit of lighting in the parking areas in the village. Further information has been sought from SDC CSU regarding the make and model of cameras used and information regarding the relocation of devices.

FOCUS GROUP MEETING

The notes of the Focus Group meeting held on 13 July 2026 will be circulated with the September 2026 Agenda.

LINK ATM NETWORK

An application has been submitted to LINK for a Cash Access Request. Acknowledgement of receipt has been received and the request is progressing.

SPEEDWATCH

To note that additional training for volunteers will be held on Friday 17 July 2026 at 12.30pm at Ash Green Sports Centre.

YOUTH PROVISION

The first week saw 5 junior members and 1 senior members attending and the launch was successful with positive feedback received.

Council Administration

ASH-CUM-RIDLEY PARISH COUNCIL INFORMATION TECHNOLOGY POLICY

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1. Introduction

1.1 This policy sets out how councillors, staff, and authorised users must use the council's IT systems and equipment.

2. Purpose of the IT Policy

2.1 The purpose of this IT policy is to ensure the secure and appropriate use of the council's IT systems, protect council data and assets, define acceptable use, and reduce the risk of cyber incidents.

3. Scope

3.1 This policy applies to all councillors, staff, and authorised users, whether working in the office, remotely, or using council systems in any capacity.

4. Monitoring of IT Use

4.1 The council has the right to monitor the use of its IT equipment and systems where there is a legitimate reason to do so. Councillors, staff, and authorised users will be informed that such monitoring may take place.

4.2 Any monitoring will be proportionate and carried out in accordance with relevant data protection and privacy laws. This may also apply to other individuals who access or use council systems, such as those with a council email account.

5. Computer use - Hardware

5.1 Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the clerk. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

5.2 Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

5.3 All computer and other electronic equipment supplied should be treated with good care at all times.

5.4 Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

5.5 Equipment should not be dismantled or reassembled without seeking advice.

5.6 Only authorised equipment and software may be used.

5.7 Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the clerk.

5.8 Any faults or necessary repairs must be reported to the clerk.

6. Portable equipment

6.1 Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

6.2 Council data should be stored on approved cloud-based systems where it is automatically backed up and secured. Users must ensure that work is saved to the council's cloud systems as soon as possible and not retained on local devices longer than necessary. Portable devices must not be relied upon as the primary storage location for council data.

6.3 Council equipment may be taken off-site (e.g. working from home), provided it is used securely and in accordance with this policy. Equipment must remain under the user's control at all times when off-site. Devices must not be left unattended in public places. When travelling, equipment must be kept secure and out of sight. Devices must not be left in vehicles unless unavoidable and only for short periods

6.4 Personal devices used to access council email must be secured with a PIN, password, or biometric protection. Users must take reasonable steps to protect council data and

prevent unauthorised access. Where possible, additional security features such as remote locking or wiping should be enabled.

- 6.5** Multi-Factor Authentication (MFA) is implemented to enhance the security of council email accounts. Users are required to complete MFA when accessing council systems from a new device or location. Trusted devices may retain access following successful authentication. MFA helps protect against unauthorised access and is a key part of the council's information security controls.
- 6.6** If an item of portable equipment is lost or damaged this should be reported to the clerk.
- 6.7** Care must be taken when taking photographs, videos or recordings in council offices. Confidential information or non-public discussions must not be recorded or shared without appropriate permission.
- 6.8** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 6.9** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk

7 Use of own equipment

- 7.1** The council recognises that councillors and authorised users may access council email and systems using their own devices.
- 7.2** Such use is permitted provided that reasonable steps are taken to maintain security.
- 7.3** Personal devices used to access council systems must be protected by a PIN, password, or biometric security. Council email accounts must be used for council business, not personal email accounts.
- 7.4** Users must take care to ensure that council information is not accessed by unauthorised persons (e.g. family members or others using the device). Devices should be kept up to date with software and security updates.
- 7.5** Access to council systems must be through secure connections wherever possible. Any loss, theft, or suspected compromise of a device that may contain or access council data must be reported promptly.
- 7.6** Council data should be stored on the council's approved cloud systems and not retained on personal devices longer than necessary. Users should take care to keep council data separate from personal data where possible.
- 7.7** The council reserves the right to take appropriate steps to protect its data where there is a security or legal requirement.

8 Health and safety

- 8.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.
- 8.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's health and safety policy.
- 8.3** Users who regularly work with display screen equipment (such as computers or laptops) who feels that their workstation requires changes to make it compliant must speak to the clerk.
- 8.4** If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the clerk.

9 Password and Authentication

- 9.1** All user accounts must be protected by strong and secure passwords. Users are responsible for ensuring that their passwords are kept confidential and not shared with others. Any default passwords must be changed as soon as possible. The council uses

Multi-Factor Authentication (MFA) to enhance security. Users are required to complete MFA when accessing council systems from a new device or location. Once a device has been authenticated, access may continue on that device. MFA helps reduce the risk of unauthorised access to council systems and data.

9.2 Access to council systems is restricted to authorised users only. Administrative access, including access to systems such as Microsoft 365, is limited and managed by the Clerk. This level of access must only be used where necessary for council business and handled with appropriate care. Where possible, a basic record of administrative access should be maintained. Administrative credentials must be stored securely and not shared.

9.3 Passwords must not be stored in an insecure manner. Users must take reasonable steps to ensure passwords are protected at all times. If a password is suspected to have been compromised, it must be changed immediately. The use of password managers is encouraged where appropriate, but it is not a mandatory requirement.

9.4 All users are responsible for maintaining secure access to their own accounts and for following this policy. The Clerk is responsible for managing system administration, including user access and overall access control. Where necessary, the council may seek support from its IT provider to assist with system security and administration.

10 Monitoring

10.1 The council reserves the right to monitor the use of its IT systems where necessary to ensure security, proper use, and compliance with this policy. This may include reviewing email usage, system activity, or files stored on council systems where there is a legitimate reason to do so, such as investigating a fault, a suspected breach, or protecting council data.

10.2 Monitoring will be carried out in a proportionate and lawful manner, and only where it is necessary. The council does not routinely monitor all user activity, but may review usage if concerns arise or as part of system maintenance and security. Information obtained through monitoring will only be accessed by authorised persons and will only be used for legitimate purposes. It may be shared internally where required, or with professional advisers where appropriate. Any information gathered will be retained only for as long as necessary and handled in accordance with the council's Data Protection Policy. Users have rights in relation to their personal data, including the right to request access, in line with data protection legislation. Any misuse of council IT systems may result in appropriate action being taken.

10.3 The council relies on its cloud-based systems and service providers to support system security and monitoring where appropriate.

11 Remote working

11.1 Increased care must be taken when accessing council systems or handling council information away from the usual place of work, including when working from home or in other locations.

11.2 Users must ensure that council information remains secure at all times. Devices should only be used in a secure environment and must not be left unattended in public places. Screens should be positioned to prevent confidential information from being viewed by others.

11.3 When accessing council systems on devices that are not owned by the user or the council, passwords must not be saved and users must log out fully after use. If a device cannot be used securely, council systems should not be accessed from it.

11.4 Any council documents, whether electronic or printed, must be handled carefully and stored securely. Printed documents should not be left unattended and should be disposed of securely when no longer required.

- 11.5 Council data should be saved to the council's approved cloud systems wherever possible and not retained on local devices longer than necessary.
- 11.6 Where available, device security features such as screen locks, updates, and remote locking or wiping should be used.
- 11.7 Access to the internet in public locations should be undertaken with caution, and users should ensure they are using secure connections wherever possible.

12 Email

- 12.1 Council email accounts are provided for official council business only and must be used in a professional and responsible manner.
- 12.2 All councillors, staff, and authorised users who require email access will be provided with a council email account. Council business must be conducted using this account rather than personal email addresses.
- 12.3 Users must remain vigilant to potential security risks, including phishing emails and malicious attachments, and should not open suspicious messages or links. Any concerns should be reported to the Clerk.
- 12.4 Email access may be withdrawn where it is no longer required for a user's role or where misuse is identified.

13 Use of the Internet

- 13.1 The council requires all councillors, staff, and authorised users to comply with copyright laws when using material obtained from the internet or other sources. Users must not copy, download, or use material unless they are permitted to do so. Care should be taken to ensure that any content, including documents, images, or software, is used lawfully and appropriately. If there is any uncertainty about whether material can be used, advice should be sought from the Clerk.

13.2 This includes the use of Artificial Intelligence (AI) tools and services, which must be used in accordance with this policy.

14 Data protection

- 14.1 The handling of personal data must comply with the council's Data Protection Policy. All councillors, staff, and authorised users must ensure that personal and sensitive information is managed appropriately.
- 14.2 This includes ensuring that personal or sensitive data is not entered into unauthorised Artificial Intelligence (AI) systems and is only used within approved and secure environments.

15 Use of Artificial Intelligence (AI)

- 15.1 Approved AI tools are those authorised by the Council and provided within the council's secure IT environment (currently including Microsoft 365 Copilot). Public or unapproved AI tools (for example ChatGPT, Claude or Google Gemini) must not be used for council information (including ash Green Sports Centre) unless authorised by the Clerk.
- 15.2 Users must not input confidential, personal, commercially sensitive or legally privileged information into AI tools unless it is necessary for council work and the system is approved and secure. Where personal data is used, only the minimum necessary information should be included. Any outputs containing personal data must be handled appropriately and only shared where necessary.
- 15.3 AI tools may be used to summarise emails, documents, and other information. However, all AI-generated content must be checked for accuracy, completeness, bias and appropriateness before use. Users remain responsible for any content produced using AI.

15.4 AI must be used as a support tool only and must not replace professional judgement, decision-making, or statutory responsibilities. Use must comply with the council's Data Protection Policy, copyright requirements, and standards of conduct, and must not mislead, misrepresent, or compromise the council's integrity or reputation.

15.5 Any concerns or uncertainty regarding the use of AI should be referred to the Clerk.

16 Social Media

16.1 The council uses social media as a means of communication with the public. Official council social media accounts are managed by the Clerk, Assistant Clerk and Deputy Clerk, with access also available to nominated councillors if required.

16.2 Social media must be used responsibly and only for appropriate council purposes when acting in an official capacity.

16.3 Councillors, staff, and authorised users must ensure that their behaviour on social media, when acting as representatives of the council, is respectful and does not bring the council into disrepute. Confidential or sensitive information must not be shared.

16.4 Personal use of social media must not be presented as being on behalf of the council. Users must not give the impression that their personal views are those of the council.

16.5 Any misuse of social media that could damage the reputation of the council may result in appropriate action being taken.

16.6 The use of social media by councillors remains subject to the Members' Code of Conduct.

17 Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

ASH-CUM-RIDLEY PARISH COUNCIL RETENTION OF DOCUMENTS POLICY

This policy details the minimum retention time required for council documents before disposal in order for the council to comply with the Freedom of Information Act 2000 Publication Scheme. Where variable times are indicated the Council will review storage after the minimum period has elapsed.		
Document	Minimum Period	Reason
MINUTES		
Parish Council Approved minutes	Indefinite	Archive
Committee/Working Group minutes	6 Years Indefinite	Public Inspection – LGA 1972
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
FINANCE		
Receipt and Payment Accounts	Indefinite	Archive
Paid invoices	6 years	VAT
VAT records	6 years	VAT
Bank Statements	6 years	Audit
Paying in books	6 years	Audit
Cheque stubs	6 years	Audit
Scales of fees and charges	6 years	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)
Petty cash and postage	6 years	Tax, VAT and Limitation Act 1980 (as amended)
PLANNING		
Permissions	6 years	Compliance
Permissions - on appeal	Indefinite	Precedent
Permissions - commercial or development	Indefinite	Future compliance
Refusals	Appeal period has expired	Appeals
INSURANCE		
Insurance policies	As long as it is possible for a claim to be made under it.	Management and legal
Certificates of Employers' Liability Insurance	Indefinite	Limitation period
OTHER		

Quotations and tenders	6 years	Limitation Act 1980 (as amended)
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
Personnel Records	6 years after employment ends	Limitation Act 1980, VAT and HMRC
Routine correspondence, papers & emails	Retain as long as useful	
ASH GREEN SPORTS CENTRE		
Scales of fees and charges	5 years	Management
Induction information	2 years from last visit	Expiry of induction
SC Member transactions	6 years	VAT
DISPOSAL		
The Council will ensure that obsolete records, both paper and electronic are securely disposed of in an appropriate manner.		
Records containing personal data will be retained only for as long as necessary and disposed of in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.		

Ash-cum-Ridley Parish Council Accessibility Statement for www.ashcumridley-pc.gov.uk

This website is managed by Ash-cum-Ridley Parish Council. We want as many people as possible to be able to use it. For example, you should be able to:

- Zoom in up to 400% without text spilling off the screen
- Change contrast and colours using your browser or device settings
- Navigate most of the site using a keyboard or speech recognition software
- Listen to most content using screen readers (including the latest versions of JAWS, NVDA and VoiceOver)

We have also made the text as clear and simple as possible to understand. For help adjusting your device, AbilityNet provides advice for people with a range of accessibility needs.

How accessible this website is

While we aim to meet accessibility standards across our website, we know some areas still need improvement:

- Line height and spacing of text cannot currently be modified
- Some older PDF documents are not fully accessible to screen readers
- Some images lack alternative text (fails WCAG 2.2 criterion 1.1.1)
- Some content may be difficult to navigate using assistive technology.

Requesting information in other formats

If you need any information in a different format, such as an accessible PDF, large print, easy read, audio or braille, please contact us:

Email: enquiries@ashcumridley-pc.gov.uk

Phone: 01474 702760

Post or visit: Ash-cum-Ridley Parish Council Office, Ash Road, New Ash Green, DA3 8JZ

We will respond within 10 working days.

Enforcement Procedure

If you are not satisfied with our response, you can contact the **Equality Advisory and Support Service (EASS)** for further support.

Technical information

Ash-cum-Ridley Parish Council is committed to making its website accessible, in accordance with the **Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018**.

Compliance status

This website is partially compliant with the **Web Content Accessibility Guidelines (WCAG) 2.2 AA** standard, due to the issues listed below.

Planned improvements

From **July 2025**, we aim to ensure all newly published documents and content will meet WCAG 2.2 AA standards. Where possible, older documents are being reviewed and updated — especially those essential to accessing our services. All new documents created by us will meet accessibility requirements.

Content outside the scope of the regulations

Documents published before **23 September 2018** are exempt from the regulations unless they are essential to providing a service. Some content on our site is created or supplied by third parties. Where possible, we will provide an accessible version on request.

We do not consider any part of the site to represent a **disproportionate burden** at this time.

How we tested this website

This statement was prepared on **30 July 2025**. It will be reviewed annually or sooner if major changes are made.

The site was last tested in **July 2025** against WCAG 2.2 AA standards. Testing was carried out using automated tools and manual checks on the most visited pages by Ash-cum-Ridley Parish Council and our website provider, **HugoFox**.

Ash-cum-Ridley Parish Council

Accessibility Statement for www.ashgreensportscentre.co.uk

This website is run by Ash Green Sports Centre which is managed by Ash-cum-Ridley Parish Council. We want as many people as possible to be able to use this website. For example, you should be able to:

- Zoom in up to 400% without the text spilling off the screen
- Change contrast levels and colours using browser or device settings
- Navigate most of the website using a keyboard or speech recognition software
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- You cannot modify the line height or spacing of text
- Most older PDF documents are not fully accessible to screen reader software
- What to do if you cannot access parts of this website

Requesting information in other formats

If you need information in a different format such as an accessible PDF, large print, easy read, audio recording or braille, please contact us:

Email - enquiries@ashcumridley-pc.gov.uk

Call – 01474 702760

Post or visit: Ash-cum-Ridley Parish Council Office, Ash Road, New Ash Green, DA3 8JZ

We will respond within 10 working days.

Enforcement procedure

If you are not satisfied with our response, you can [contact the Equality Advisory and Support Service \(EASS\)](#) for further support.

Technical information

Ash Green Sports Centre is committed to making its website accessible, in accordance with the **Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018**.

Compliance status

This website is partially compliant with the **Web Content Accessibility Guidelines (WCAG) 2.2 AA** standard due to the non-compliances listed above.

Planned improvements

From July 2025, we will aim to ensure all newly published documents and website content meet WCAG 2.2 AA standards.

Where possible, older documents are being reviewed and updated — particularly where they are essential for accessing our services.

Content outside the scope of the regulations

Documents published before 23 September 2018 are exempt from the regulations unless they are essential to providing a service. Some content on our site is created or supplied by third parties. Where possible, we will provide an accessible version on request. We do not consider any part of the site to represent a **disproportionate burden** at this time.

How we tested this website

This accessibility statement was prepared on **30 July 2025**. It will be reviewed annually or sooner if significant changes are made. The website was last tested in **July 2025** against the WCAG 2.2 AA standard. Testing was carried out on our most viewed pages using automated tools and manual checks, conducted by Ash-cum-Ridley Parish Council and our website provider, **HugoFox**.

Ash-cum-Ridley Parish Council Ash Burial Ground Regulations

1. Persons, who, immediately before death, were inhabitants of the parish of Ash-cum-Ridley, are eligible to be buried in Ash Burial Ground, space permitting. Persons, who were normally resident in the parish, but who immediately before death were being nursed or cared for outside the parish, are also eligible. Former residents of the parish may also be buried in the Burial Ground at the discretion of the Parish Council but increased fees are payable.
2. No Grant of Right may be purchased to reserve a future burial space in the Burial Ground. If a burial is at sufficient depth, the owners of the Grant of Right may give notice for a further burial in the same grave.
3. Coffins/Caskets wider than 36 inches can only be accommodated by prior approval.
4. Notice of intended burial shall be given, on the Parish Council's official form, to the Clerk to Ash-cum-Ridley Parish Council. Fees shall be paid at the time of giving notice.
5. The Registrar's Certificate for Disposal or the Coroner's Order for Burial shall be produced to the Clerk.
6. The selection of the grave space shall be made by the Parish Council.
7. Graves shall be prepared by the Parish Council's approved grounds man. Those arranging the funeral should make arrangements direct with the grounds man. The Parish Council's fees do not include the preparation of the ground, or of the services of the Minister who will conduct the funeral.
8. A temporary marker such as a wooden cross may be erected without permission and we encourage all grave owners to mark their grave space for ease of identification. Such temporary markers must be removed on installation of a permanent memorial.
9. When the earth over a grave has settled, those who arranged the burial shall cause the grave to be levelled and covered with fresh turf, except for any part covered with an approved memorial. The surface of the grave shall be left level with the surrounding ground. The Parish Council may at their discretion level any grave mound 12 months after the latest burial.
10. Details of any memorial, including materials and any proposed inscription, shall be given, on the Parish Council's official form, to the Clerk of the Parish Council. Fees shall be paid at the time of giving notice.
11. No memorial shall be more than 91cm in height x 76cm in width (36 x 30 inches). Flat stones or kerbstones shall not exceed 182cm in length (71 inches). All memorials shall be fitted to the National Association of Memorial Masons Code of Working Practice and British Standard BS8415, dowel fixing and the concrete base made level with the ground and does not sit above ground.
12. All memorials shall be made of white, grey or black naturally quarried and carved stone. All lettering shall be of a neutral colour. Loose receptacles will not be permitted as they can become a hazard. No chippings decorative stones or pebbles shall be spread on the surface of the grave as they can be spread onto the surrounding grass and may damage cutting equipment and cause a hazard to visitors, contractors and Council employees. Memorials shall not be erected until a minimum of three months after the burial, to allow the earth over the grave to settle.
13. The Parish Council reserves the right to refuse permission for a memorial, or a proposed inscription, if, in the opinion of the Parish Council, the design or inscription is not in accordance with these regulations or may cause offence to a visitor to the Burial Ground.
14. Monumental masons are asked to inscribe the number of the grave in an inconspicuous style on the back of the memorial. The name of the mason may also be inscribed, on the same line, in small letters. The lettering should be no greater than one inch in height and no more than six inches above the ground on the reverse of the memorial.
15. The owners of memorials remain responsible for their maintenance. If a memorial becomes damaged or defaced the Parish Council may clean, repair or remove it at their discretion and at the relatives' cost,

but will take reasonable steps to inform the relatives of the deceased before doing so. If a memorial is in a dangerous state, the Parish Council may take reasonable steps to make it safe without notice.

16. The only permanent permitted plants are bulbs – other plants including flowers and pot plants (no more than 1ft in height) may be placed on the graves and will be removed by the grounds man when they are either dead or have exceeded the height regulation. If a grave becomes neglected, every effort will be made to contact the Grant of Right owner and a reasonable period of time allowed for the grave owner to restore the grave, following which the Council may, at its discretion, clear the grave of any plants or memorial and grass over it.
17. Wreaths or cut flowers may be laid directly on a grave or placed in a vase which forms part of an approved memorial, but must not extend beyond the boundary of the grave. The Parish Council may remove flowers on graves when they appear to be withered. If additional floral tributes are introduced at a burial, which cannot be placed on the grave, they must not obstruct pathways or be placed on any other grave and those arranging the burial must arrange for the additional floral tributes to be removed from the burial ground and taken away after no more than two weeks. Where the parish council removes flowers or tribute and a cost is incurred, this cost will be recharged to the grant of right holder.
18. No artificial flowers or other objects, not forming part of an approved memorial, may be placed in the Burial Ground. If they are so placed, the Parish Council may arrange for their removal.
19. No trees or shrubs may be planted on any grave or elsewhere in the Burial Ground. If any have been planted or are growing the Parish Council may arrange for their removal.
20. The Burial Ground Register may be searched, by arrangement with the Clerk to the Parish Council, on payment of the prescribed fee.
20. Neither burial nor the erection of a memorial confers any right of ownership upon the relatives of the deceased in any part of the Burial Ground. The whole Burial Ground is vested in the Parish Council.
21. With immediate effect, the provision of half-plots for the interment of cremated remains has been withdrawn.
22. These Regulations take effect on 17 July 2025, and supersede any previous Regulations issued by the Parish Council. The Parish Council may amend these Regulations at any time.

Access to the burial ground is by narrow country lane with limited parking.

I have read the above rules and agreed to abide by them.

Signed: Date.....

.....
Full Name (Please print)



Ash-cum-Ridley Parish Council
Ash Burial Ground Regulations for the Memorial Garden

The Garden of Remembrance is secular and welcomes all faiths or none. The garden cannot be consecrated.

1. The cremated remains of persons, who, immediately before death, were inhabitants of the parish of Ash-cum-Ridley, are eligible to be interred in the Memorial Garden. Persons, who were normally resident in the parish, but who immediately before death were being nursed or cared for outside the parish, are also eligible.
2. The selection of the burial space will be made by the Clerk or Assistant Clerk. In the Memorial Garden, cremated remains shall be interred directly into the earth and not in caskets or any form of container. It should be noted that it is the right to be buried in a space that has been purchased and not the land, which remains in the ownership of Ash-cum-Ridley Parish Council.
3. Applications for interment and memorials should be made on the appropriate forms and must be accompanied by the fee payable and the original Certificate of Cremation. All correspondence will be with the applicant named on the form and we will not act on any instructions unless given permission in writing by the applicant.
4. A second ashes plot and memorial plaque for a spouse/partner may be purchased at the time of the original interment. At the second interment, the fee will be adjusted to current rates, and any difference must be paid. The advance purchase secures the right to interment but does not fix future costs.
5. Memorial plaques cannot be purchased independently. Plaques will only be installed in conjunction with the interment of cremated remains in the Memorial Garden.
6. All interment spaces shall be excavated and opened only by the Parish Council's approved groundsguard. Interments may take place with or without the services of a clergyman or minister of religion.
7. Modest, natural flowers may be placed in the vases provided on the wall. Flowers will be cleared away from time to time. No flowers, floral tributes, wreaths, artificial flowers, wind chimes or solar lights may be placed in the Memorial Garden; any that are left, will be removed. No vases, containers, receptacle or other memento are permitted within any area of the Garden. No stake, slip, tube etc of any material, memento or other item of any sort may be attached to or placed on any part of the Memorial Garden, including the wall, pathways, bench or tree. Any unauthorised items in the Garden will be removed, and if not claimed by the owner from the Parish Office, will be disposed of after a period of two months.
8. Allocation of a memorial plaque on the Wall of Remembrance will be made by the Clerk or Assistant Clerk for a period of 100 years. Plaques, 250mm x 150mm (10 x 6 inches) will be provided, and mounted on the wall by the Parish Council, for a standard fee. Inscriptions are at the discretion of the Parish Council up to 75 characters. Please see list of fees for charges.

I have read and understood the rules above

Signed:

Date:

Name:

Adopted 10 June 2020, Revised: 18 July 2024, 20 November 2025, 15 January 2026, 16 July 2026

Finance & Governance

**Ash Cum Ridley Parish Council
Balance Sheet as at 9th July 2026**

Current Assets

Parish Council Charge Card	-558.46	-558.46
Parish Council Current Bank A/c	5,675.60	
Sports Centre Current Bank A/c	6,312.15	
Sports Centre Income A/c	134.95	
		12,122.70
Parish Council Business A/c	155,000.00	
Sports Centre Business A/c	11,000.00	
		166,000.00
Nationwide Savings account	120,000.00	
		120,000.00
Sports Centre Till Float	125.00	
Parish Council Petty Cash	75.00	
Lunch Club Float	120.00	
Sports Centre Petty Cash	75.00	
		395.00
		297,959.24

Current Liabilities

VAT Control	0.00	0.00
		297,959.24

Represented by

Parish Council Gen/Earmarked Reserves

Elections	6,572.35	
Legal Fees	9,053.30	
Refurbishment reserve	13,327.64	
Neighbourhood Development Plan	2,474.81	
CIL Receipts	15,817.45	
Sports Centre	32,644.00	
Youth Provision	23,611.21	
General Reserves	177,369.84	
Parish Council Charge Card	-558.46	
		280,312.14
Sports Centre General Reserves	17,647.10	17,647.10
		297,959.24

Ash-cum-Ridley Parish Council**BANK ACCOUNTS**

Parish Council Current Account	£5,675.60
Sports Centre Current Account	£6,312.15
Parish Council Instant Access	£155,000.00
Sports Centre Instant Access	£11,000.00
Parish Council Nationwide Deposit	£120,000.00
Sports Centre Till/Float	£125.00
Parish Council Petty Cash	£75.00
Parish Council Lunch Club Float	£120.00
Sports Centre Petty Cash	£75.00
Parish Council Charge Card	-£558.46
Sports Centre Income Account	£134.95
Total in Banks	297,959.24

Cash

GRAND TOTAL (Banks and Cash) £297,959.24

PARISH COUNCIL CASH ANALYSIS TO 31/3/27**CASH SUMMARY AS AT 11/6/2026**

	09/07/2026	31/03/2026	31/03/2025
Balance on current account	5,675.60	11,785.48	4,510.15
Lloyds Business/Deposit account	155,000.00	90,000.00	55,000.00
Nationwide Savings account	120,000.00	85,000.00	85,000.00
Petty Cash	75.00	75.00	75.00
Lunch Club Float	120.00	120.00	120.00
Charge Card	-558.46	-459.17	1,951.08
Total cash held	280,312.14	186,521.31	146,656.23

General/Earmarked Reserves

Elections	6,572.35	6,322.35	5,822.35
Legal Fees	9,053.30	6,803.30	7,771.30
Refurbishment reserve	13,327.64	11,727.64	8,077.64
Neighbourhood Development Plan	2,474.81	2,474.81	2,474.81
CIL Receipts	15,817.45	14,359.11	14,359.11
Sports/Leisure	32,644.00	27,644.00	12,644.00
Youth & Community Provision	23,611.21	16,718.99	16,371.93
General Reserves	177,369.84	100,825.60	77,184.01
Charge Card	-558.46	-459.17	1,951.08
	280,312.14	186,416.63	146,656.23
09/07/2026	280,312.14	186,416.63	146,656.23

Current General Reserves 2026/27	176,811.38
Additional/Running Costs to October 2026	-54,547.39
Grants	-63.64
Total	122,200.35
3 mths running cost PC/CC/SC Redundancy	126,033.00

Cil Money

Financial Year	Date to be spent	A	A	Total
2022/2023	October 2027	4,184.14	8,757.79	12,941.93
2023/2024	April 2028	510.19	906.99	1,417.18
2025/2026	April 2031	525.00	933.34	1,458.34
	Total	5,219.33	10,598.12	15,817.45

Ash-cum-Ridley Parish Council
Summary of Receipts and Payments
Cost Centre Group - Parish Council

09 July 2026 (2026-2027)

PC Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101	Precept	321,661.00	160,831.00	-160,830.00				-160,830.00 (-50%)
102	CIL		1,458.34	1,458.34				1,458.34 (N/A)
103	Bank Interest	2,125.00	585.97	-1,539.03				-1,539.03 (-72%)
105	Misc Receipts							(N/A)
SUB TOTAL		323,786.00	162,875.31	-160,910.69				-160,910.69 (-49%)

PC Staff Costs

C Staff Costs		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL					154,601.00	46,489.13	108,111.87	108,111.87 (69%)

PC Grants & Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104	Grants							(N/A)
401	Sec 137 Payments				2,000.00		2,000.00	2,000.00 (100%)
402	Other Donations				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					4,000.00		4,000.00	4,000.00 (100%)

PC Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
501	Communications & IT				3,329.00	691.96	2,637.04	2,637.04 (79%)
502	Office Costs				1,500.00	98.02	1,401.98	1,401.98 (93%)
503	Photocopying				1,305.00	319.63	985.37	985.37 (75%)
504	Office Equipment				1,000.00		1,000.00	1,000.00 (100%)
505	Utilities				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					12,134.00	1,109.61	11,024.39	11,024.39 (90%)

PC General Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
601	Bank Charges				250.00	28.74	221.26	221.26 (88%)
602	Audit Fee				2,105.00	214.65	1,890.35	1,890.35 (89%)
603	Data Protection				220.00	47.00	173.00	173.00 (78%)
604	Room Hire				720.00	28.76	691.24	691.24 (96%)
605	Insurance				2,459.00	1,357.19	1,101.81	1,101.81 (44%)
606	Subscriptions				2,645.00	2,110.00	535.00	535.00 (20%)
607	Health & Safety				500.00	179.00	321.00	321.00 (64%)

Ash-cum-Ridley Parish Council

Summary of Receipts and Payments

09 July 2026 (2026-2027)

Cost Centre Group - Parish Council

608	Bulletin	2,251.00	336.12	1,914.88	1,914.88 (85%)
609	Public Relations	100.00	4.16	95.84	95.84 (95%)
610	Software Licence	1,020.00	326.99	693.01	693.01 (67%)
611	Chairman's Allowance	500.00		500.00	500.00 (100%)
612	Elections & Legal	5,000.00		5,000.00	5,000.00 (100%)
613	Neighbourhood Dev Plan				(N/A)
SUB TOTAL		17,770.00	4,632.61	13,137.39	13,137.39 (73%)

PC Refurbishment & Maintena

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
701	Refurbishment & Maintenance				5,000.00	900.00	4,100.00	4,100.00 (82%)
SUB TOTAL					5,000.00	900.00	4,100.00	4,100.00 (82%)

PC Burial Ground

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
106	Burial Ground Income	3,150.00	575.00	-2,575.00				-2,575.00 (-81%)
801	Ground Maintenance				6,300.00	1,530.00	4,770.00	4,770.00 (75%)
802	Additional Costs				1,850.00	502.55	1,347.45	1,347.45 (72%)
SUB TOTAL		3,150.00	575.00	-2,575.00	8,150.00	2,032.55	6,117.45	3,542.45 (31%)

PC Maintenance

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
901	Hodsoll St Recreation Area				4,836.00	908.80	3,927.20	3,927.20 (81%)
902	Hodsoll St Green				803.00	195.07	607.93	607.93 (75%)
903	Hodsoll St Village Hall				1,407.00	341.71	1,065.29	1,065.29 (75%)
904	Ash Village Hall/War Memorial				2,593.00	447.53	2,145.47	2,145.47 (82%)
905	Bus Shelters				408.00	38.26	369.74	369.74 (90%)
SUB TOTAL					10,047.00	1,931.37	8,115.63	8,115.63 (80%)

PC Parish Improvements

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1001	Parish Improvements				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,000.00		1,000.00	1,000.00 (100%)

PC Northfield

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	

Ash-cum-Ridley Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Parish Council

09 July 2026 (2026-2027)

1101 Northfield Costs	2,500.00	2,500.00	2,500.00 (100%)
SUB TOTAL	2,500.00	2,500.00	2,500.00 (100%)

PC Sports Centre

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1201 Sport Centre Fund				10,000.00	10,000.00		10,000.00 (100%)
SUB TOTAL				10,000.00	10,000.00		10,000.00 (100%)

PC Community Lunch Club

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
107 Weekly Takings	9,576.00	2,425.55	-7,150.45				-7,150.45 (-74%)
1301 Cooks Wages				3,840.00	1,267.33	2,572.67	2,572.67 (67%)
1302 Expenses				1,059.00	258.00	801.00	801.00 (75%)
1303 Food & Sundries				4,820.00	1,110.63	3,709.37	3,709.37 (76%)
1304 Room Hire				2,304.00		2,304.00	2,304.00 (100%)
SUB TOTAL	9,576.00	2,425.55	-7,150.45	12,023.00	2,635.96	9,387.04	2,236.59 (10%)

PC Youth & Community Provis

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
108 Youth & Community Income	2,500.00		-2,500.00				-2,500.00 (-100%)
1400 Community Warden				14,175.00	7,006.50	7,168.50	7,168.50 (50%)
1401 Youth Provisions				18,678.00	3,654.38	15,023.62	15,023.62 (80%)
1402 Community Provision				2,500.00	42.40	2,457.60	2,457.60 (98%)
SUB TOTAL	2,500.00		-2,500.00	35,353.00	10,703.28	24,649.72	22,149.72 (58%)

PC Recycling Sacks

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
109 Sacks Income	1,748.00	550.00	-1,198.00				-1,198.00 (-68%)
1501 Garden/Recycling Sacks				1,530.00		1,530.00	1,530.00 (100%)
SUB TOTAL	1,748.00	550.00	-1,198.00	1,530.00		1,530.00	332.00 (10%)

Summary

NET TOTAL	340,760.00	166,425.86	-174,334.14	274,108.00	70,434.51	203,673.49	29,339.35
V.A.T.		15.00			1,626.49		
GROSS TOTAL		166,440.86			72,061.00		

Ash-cum-Ridley Parish Council
Summary of Receipts and Payments
Cost Centre Group - Children's Centre

09 July 2026 (2026-2027)

CC Capital Project

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2901	Purchase				360,000.00		360,000.00	360,000.00 (100%)
2902	Legal & Stamp Duty				13,090.00	1,317.00	11,773.00	11,773.00 (89%)
2903	Refurbishment				105,200.00		105,200.00	105,200.00 (100%)
SUB TOTAL					478,290.00	1,317.00	476,973.00	476,973.00 (99%)

CC Loan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3001	Loan	470,000.00		-470,000.00				-470,000.00 (-100%)
3002	Loan Repayment				36,641.00		36,641.00	36,641.00 (100%)
3003	Loan Interest							(N/A)
SUB TOTAL		470,000.00		-470,000.00	36,641.00		36,641.00	-433,359.00 (-85%)

CC Operations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3101	Business Rates							(N/A)
3102	Utilities				8,400.00		8,400.00	8,400.00 (100%)
3103	Maintenance				15,680.00		15,680.00	15,680.00 (100%)
3104	IT & Admin				5,250.00		5,250.00	5,250.00 (100%)
3105	Bank Charges				276.00		276.00	276.00 (100%)
SUB TOTAL					29,606.00		29,606.00	29,606.00 (100%)

CC Community Provision

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3201	Youth Provision				1,500.00		1,500.00	1,500.00 (100%)
3202	Community Provision				500.00		500.00	500.00 (100%)
SUB TOTAL					2,000.00		2,000.00	2,000.00 (100%)

Summary

NET TOTAL	470,000.00		-470,000.00	546,537.00	1,317.00	545,220.00	75,220.00
V.A.T.					259.40		
GROSS TOTAL					1,576.40		

Ash-cum-Ridley Parish Council

PAYMENTS & RECEIPTS LIST

09 July 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
186	07/07/2026 - 07/07/2026		Parish Council Curre	LB 06	Confidential			-11,472.07		-11,472.07
180	16/06/2026		Parish Council Curre	DP 08	Payment - Bank Charges	Lloyds Bank		-10.09		-10.09
187	19/06/2026		Parish Council Curre	DP 08	Payment - Audit	Mulberry Local Authority S4		-214.65	-42.93	-257.58
205	26/06/2026		Parish Council Curre	ICO 06	Payment - Annual Subscription	Information Commissioners'		-47.00		-47.00
206	29/06/2026		Parish Council Curre	ZEN 06	Payment - Broadband	Zen Internet Limited		-49.00	-9.80	-58.80
80	29/06/2026		Parish Council Curre	VES 06	Payment - Burial Ground Bin	Veolia Environmental Servi		-46.73	-9.35	-56.08
81	30/06/2026		Parish Council Curre	PS500441	Receipt - Lunch Club	Community Lunch Club		688.05		688.05
194	30/06/2026		Parish Council Curre	PS500441	Receipt - Recycling Income	Recycling		176.25	5.25	181.50
195	30/06/2026		Parish Council Curre	DP 09	Payment - Teen Gym Instructio	Jo White		-200.00		-200.00
204	30/06/2026		Parish Council Curre	DP 09	Payment - Plaque & Inscriptio	Stephen Gay Memorial		-47.50	-9.50	-57.00
196	30/06/2026		Parish Council Curre	PS500441	Payment - Lunch Club	Community Lunch Club		-308.84		-308.84
207	30/06/2026		Parish Council Curre	DP 09	Payment - Refreshments	Shaun Fishenden		-42.40	-2.27	-44.67
208	01/07/2026		Parish Council Curre	SCRIBE 07	Payment - Scribe Accounts Sofi	Starboard Systems Limited		-50.40	-10.08	-60.48
224	01/07/2026		Parish Council Curre	IRIS 07	Payment - IRIS Payroll Softwar	IRIS Software Limited		-24.20	-4.84	-29.04
225	03/07/2026		Parish Council Curre	PS500442	Payment - Lunch Club	Community Lunch Club		7.17	1.43	8.60
243	07/07/2026		Parish Council Curre	HEL 07	Payment - Flow Phone System	Heliocentrix Limited		-36.00	-7.20	-43.20
242	07/07/2026		Parish Council Curre	DP 10	Payment - Meeting Room Hire	Vivify Venues Ltd		-28.76		-28.76
241	07/07/2026		Parish Council Curre	DP 10	Payment - Postage	Megan Johnson-Hodges		-29.12		-29.12
230	07/07/2026		Parish Council Curre	DP 10	Payment - Ground Maintenance	Kent Grassland Services		-1,147.60	-229.52	-1,377.12
231	07/07/2026		Parish Council Curre	BACS 07	Payment - Tax & NI	HMRC Cumberland		-64.00		-64.00
240	07/07/2026		Parish Council Curre	BACS 07	Payment - Wages & Expenses	Ash Cum Ridley Parish Cou		-280.00		-280.00
244	07/07/2026		Parish Council Curre	DP 10	Payment - Community Warden	Kent County Council		-7,006.50		-7,006.50
232	07/07/2026		Parish Council Curre	DP 10	Payment - Youth Provision	Young Lives Foundation		-2,659.38		-2,659.38
245	07/07/2026		Parish Council Curre	BACS 07	Payment - Pension Contribution	Peoples Pension		-40.85		-40.85
235	09/07/2026		Parish Council Curre	HF 07	Payment - Website	Hugofox Limited		-19.99	-4.00	-23.99
	09/07/2026		Parish Council Curre	DP 10	Payment - Emptying of Dog Wi	Sevenoaks District Council		-52.00	-10.40	-62.40
Total								-23,005.61	-333.21	-23,338.82

Ash-cum-Ridley Parish Council
PAYMENTS & RECEIPTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
212	22/06/2026		Parish Council Charg	CC 07	Payment - Parish Councillor's E	Microsoft Ireland Operator		-78.20	-15.64	-93.84
213	22/06/2026		Parish Council Charg	CC 07	Payment - Microsoft Subscriptk	Microsoft Ireland Operator		-28.80	-5.76	-34.56
211	23/06/2026		Parish Council Charg	CC 07	Payment - Cleaning Products	Lidl		-5.67	-1.13	-6.80
210	01/07/2026		Parish Council Charg	CC 07	Payment - Keys Cut	G Orpin & Sons		-3.54	-0.71	-4.25
236	03/07/2026		Parish Council Charg	CC 08	Payment - Postage	Post Office		-136.50		-136.50
247	03/07/2026		Parish Council Charg	CC 08	Payment - Postage	Post Office		-45.50		-45.50
Total								-298.21	-23.24	-321.45

Ash-cum-Ridley Parish Council**BANK ACCOUNTS**

Parish Council Current Account	£5,675.60
Sports Centre Current Account	£6,312.15
Parish Council Instant Access	£155,000.00
Sports Centre Instant Access	£11,000.00
Parish Council Nationwide Deposit	£120,000.00
Sports Centre Till/Float	£125.00
Parish Council Petty Cash	£75.00
Parish Council Lunch Club Float	£120.00
Sports Centre Petty Cash	£75.00
Parish Council Charge Card	-£558.46
Sports Centre Income Account	£134.95
Total in Banks	297,959.24
Cash	17,647.10
GRAND TOTAL (Banks and Cash)	£297,959.24

Planning

**ASH-CUM-RIDLEY PARISH COUNCIL
PLANNING APPLICATIONS WORKING GROUP**

Notes of the meeting of the Planning Applications Working Group held on
7th July 2026 via Teams, commencing at 7.30pm

Present: Cllr S Fishenden (Chairman)
Cllr J Clucas
Cllr S Hobbs
Cllr J Scott
Cllr C Gorton
Cllr P Kirtley

In attendance: Megan Hodges – Assistant Clerk

1. Apologies for absence

Apologies were received from Cllrs C Clark, M Manley, F Cottee, V Ngwenya and R Brammer.

2. Declarations of Interest

None.

3. Notes

The notes of the meeting held on 3rd June 2026 were AGREED. PROPOSED: Cllr S Fishenden SECONDED: Cllr J Clucas and AGREED.

4. Applications

26/00201: Land North Of Kiltanon Chapel Wood Road Ash Kent TN15 7HX -

Construction of two new detached four bedroom dwellings. Creation of parking area with bike and bin store. Associated hard and soft landscaping. Fencing and gate. Cllr J Scott PROPOSED the parish council objects to this application as the site is located within the Green Belt, which Policy L08 of the Council's Core Strategy seeks to protect. The Parish Council does not consider that this land meets the criteria for designation as Grey Belt and is concerned that such a designation would undermine the purpose of Green Belt protection across the wider Local Plan area. The Council also considers that the design of the proposed dwellings is out of keeping with the character of the surrounding street scene. In particular, the two dormers flanking the central dormer appear excessively large and may exceed the height of the main gable feature, resulting in an overly dominant appearance. The Parish Council believes these dormers should be reduced in size and positioned below the main roofline. In addition, the proposed parking areas appear disproportionately large for a development of this scale, creating an excessive extent of hard standing that would detract from the character of the site. SECONDED: Cllr S Fishenden and AGREED.

5. Decisions

The decisions as set out on the Agenda were RECEIVED and NOTED.

6. For information only.

The Information set out on the Agenda were RECEIVED and NOTED

7. Other Matters for Discussion

Following Cllr J Scott's attendance at the Development Control Committee meeting on 18 June, at which no District Councillors were present, it was noted that the parish office will now contact the District Councillors to invite them to attend future meetings and represent local residents alongside the Parish Council.

The meeting closed at 7.47pm

ASH-CUM-RIDLEY PARISH COUNCIL

Agenda Item: 8.3 – Full Council 16 July 2026

Report Title: **Sevenoaks District Council Local Plan Regulation 19 Consultation.**

Sevenoaks District Council's Regulation 19 consultation on the Local Plan is expected to run from 23 July to 17 September 2026.

Members are asked to consider whether any changes are required to the Parish Council's previous Regulation 18 consultation response. If no significant amendments are required, members are asked to delegate authority to the Clerk, in consultation with the Chairman, Vice-Chairmen and Laura Horner, to submit the Parish Council's response before the consultation deadline.

The Parish Council previously submitted comments in response to the Regulation 18 consultation on the Sevenoaks District Local Plan.

The Regulation 19 version is the final consultation stage before the Plan is submitted for examination.

Local Changes Identified

There have been some changes to the local sites following the Regulation 18 consultation. These include:

- **Orpins** – retained as a site for 14 dwellings.
- **Land west of Chapel Wood Road** – retained as a site for 280 dwellings.
- **New Ash Green Shopping Centre** – retained as a mixed-use development site.
- **Grosvenor, Church Road** – retained as a site for 17 dwellings.
- **Melsetta, Church Road** – retained as a site for 5 dwellings.
- **Beechcroft Farm Industries** – retained as an extended employment site.
- **Hartley Breakers** – retained as an employment site.
- **Land south of Redhill Road** – partly retained as a site for 530 dwellings, reduced from 580, with amendments to retain the gap between New Ash Green and Ash and to protect the setting of Ash Church.
- **Royal Oak car park** – unsuitable due to availability concerns and the loss of a community asset.
- **Heaver Trading Estate** – discounted as the site is not adjacent to the settlement boundary
- **Slides Farm** – unsuitable due to priority habitat, orchard and ancient woodland.

The revised new housing allocations around New Ash Green have reduced from 1,189 to 846 dwellings, which remains a significant level of proposed development for the local area.

Members are asked to consider whether the changes identified in the Regulation 19 version alter the Parish Council's previous position.

As the Regulation 19 Plan has not yet been published, it will be necessary to compare the final consultation documents against the Parish Council's Regulation 18 submission and consider whether any amendments are needed.

Recommendation

It is recommended that members:

1. Note that the Sevenoaks District Council Local Plan Regulation 19 consultation is expected to run from 23 July to 17 September 2026.
2. Consider whether any changes are required to the Parish Council's previous Regulation 18 consultation response.
3. Agree that, if no significant amendments are required, authority is delegated to the Clerk, in consultation with the Chairman, Vice-Chairmen and Laura Horner, to prepare and submit the Parish Council's Regulation 19 consultation response on behalf of the Parish Council.
4. Agree that the response should be based on the Parish Council's previous Regulation 18 submission, together with any comments made by Members and any relevant changes identified in the published Regulation 19 documents.
5. Should the Parish Council be invited to attend the Sevenoaks District Council's Examination in Public, to authorised Laura Horner to attend and if required speak on behalf of the Parish Council

Ash Green Sports Centre

Ash-cum-Ridley Parish Council
Summary of Receipts and Payments
Cost Centre Group - Sports Centre

09 July 2026 (2026-2027)

SC Gym & Memberships

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Members	55,973.00	14,911.67	-41,061.33				-41,061.33 (-73%)
121	Casual Use	3,238.00	438.50	-2,799.50				-2,799.50 (-86%)
122	Racket Members	1,640.00	348.75	-1,291.25				-1,291.25 (-78%)
123	Non Members	3,713.00	645.75	-3,067.25				-3,067.25 (-82%)
SUB TOTAL		64,564.00	16,344.67	-48,219.33				-48,219.33 (-74%)

SC Classes

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
125	Class Income	23,795.00	8,264.93	-15,530.07				-15,530.07 (-65%)
1701	Class Costs				15,000.00	3,170.12	11,829.88	11,829.88 (78%)
SUB TOTAL		23,795.00	8,264.93	-15,530.07	15,000.00	3,170.12	11,829.88	-3,700.19 (-9%)

SC Sports Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
127	Hall Hire	4,950.00	1,375.00	-3,575.00				-3,575.00 (-72%)
128	Badminton	12,880.00	3,742.25	-9,137.75				-9,137.75 (-70%)
SUB TOTAL		17,830.00	5,117.25	-12,712.75				-12,712.75 (-71%)

SC Squash Courts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
130	Court Hire	918.00	255.00	-663.00				-663.00 (-72%)
131	Squash/Table Tennis	5,153.00	1,206.50	-3,946.50				-3,946.50 (-76%)
SUB TOTAL		6,071.00	1,461.50	-4,609.50				-4,609.50 (-75%)

SC Sundries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
132	Bank Interest	63.00	13.78	-49.22				-49.22 (-78%)
133	Tennis		49.50	49.50				49.50 (N/A)
134	Refreshments	1,800.00	494.71	-1,305.29				-1,305.29 (-72%)
135	Equipment Sales	100.00	11.23	-88.77				-88.77 (-88%)
136	Youth Provision	2,000.00	463.50	-1,536.50				-1,536.50 (-76%)
137	Over/Under Till		-3.23	-3.23				-3.23 (N/A)
2001	Refreshments Costs				1,111.00	201.42	909.58	909.58 (81%)
2002	Equipment Costs				75.00		75.00	75.00 (100%)

Ash-cum-Ridley Parish Council
Summary of Receipts and Payments
Cost Centre Group - Sports Centre

09 July 2026 (2026-2027)

SUB TOTAL	3,963.00	1,029.49	-2,933.51	1,186.00	201.42	984.58	-1,948.93 (-37%)
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SC Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
138	Parish Council	10,000.00		-10,000.00				-10,000.00 (-100%)
139	Other							(N/A)
SUB TOTAL		10,000.00		-10,000.00				-10,000.00 (-100%)

SC Staff Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2201	Wages & Tax/NI				64,458.00	22,548.05	41,909.95	41,909.95 (65%)
2202	Pension Costs				628.00	68.24	559.76	559.76 (89%)
2203	Training/Welfare				750.00		750.00	750.00 (100%)
2204	Contract Cleaning/Cover				8,156.00	1,739.50	6,416.50	6,416.50 (78%)
2205	Staff Refreshments				50.00	5.52	44.48	44.48 (88%)
SUB TOTAL					74,042.00	24,361.31	49,680.69	49,680.69 (67%)

SC General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2301	Agreements/Licences				2,376.00	599.32	1,776.68	1,776.68 (74%)
2302	Bank Charges				1,800.00	440.06	1,359.94	1,359.94 (75%)
2303	Publicity				450.00		450.00	450.00 (100%)
SUB TOTAL					4,626.00	1,039.38	3,586.62	3,586.62 (77%)

SC Office & Occupancy

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2401	Office Equipment				250.00		250.00	250.00 (100%)
2402	Stationery & Printing				1,780.00	11.76	1,768.24	1,768.24 (99%)
2403	Communications & IT				1,280.00	109.11	1,170.89	1,170.89 (91%)
2404	Utilities				15,000.00		15,000.00	15,000.00 (100%)
2405	Business Rates				950.00		950.00	950.00 (100%)
2406	Cleaning Materials				550.00	79.53	470.47	470.47 (85%)
2407	Postage & Delivery				20.00		20.00	20.00 (100%)
2408	Sundry Costs				471.00	193.61	277.39	277.39 (58%)
2409	Health & Safety				725.00	5.80	719.20	719.20 (99%)
SUB TOTAL					21,026.00	399.81	20,626.19	20,626.19 (98%)

Ash-cum-Ridley Parish Council
Summary of Receipts and Payments
Cost Centre Group - Sports Centre

09 July 2026 (2026-2027)

SC Repairs & Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2501	Repairs & Maintenance				1,500.00	376.32	1,123.68	1,123.68 (74%)
SUB TOTAL					1,500.00	376.32	1,123.68	1,123.68 (74%)

SC Gym/Sports Equipment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2601	Repairs				1,500.00	495.00	1,005.00	1,005.00 (67%)
2602	New Equipment				4,500.00	528.22	3,971.78	3,971.78 (88%)
SUB TOTAL					6,000.00	1,023.22	4,976.78	4,976.78 (82%)

SC Contingency

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2701	Contingency				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,000.00		1,000.00	1,000.00 (100%)

Summary

NET TOTAL	126,223.00	32,217.84	-94,005.16	124,380.00	30,571.58	93,808.42	-196.74
V.A.T.		101.18			533.19		
GROSS TOTAL		32,319.02			31,104.77		

Ash-cum-Ridley Parish Council

09 July 2026 (2026-2027)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
177	19/06/2026		Sports Centre Currer	SCDP 08	Air con Maintenance	Chapman's Refrigeration Lt		130.00	26.00	156.00
178	19/06/2026		Sports Centre Currer	SCDP 08	Classes Instructor	Cindy Rodgers		50.00		50.00
179	19/06/2026		Sports Centre Currer	SCDP 08	Classes Instructor	Lisette Bixley (Foster)		225.00		225.00
183	19/06/2026		Sports Centre Currer	LZ 06	Direct Debit Charges	London & Zurich Ltd		46.00	9.20	55.20
184	19/06/2026		Sports Centre Currer	SCHF 06	Sports Centre Website	Hugofox Limited		3.99	0.80	4.79
189	26/06/2026		Sports Centre Currer	SCDP 09	Classes Instructor	Jo White		837.50		837.50
191	26/06/2026		Sports Centre Currer	SCDP 09	Classes Instructor	Mary Blackwell		25.00		25.00
190	26/06/2026		Sports Centre Currer	SCDP 09	Hand Towels	KCS Education (CSG Global		63.93	12.79	76.72
192	26/06/2026		Sports Centre Currer	SCDP 09	Flow Phone System	Heliocentrix Limited		3.06		3.06
193	26/06/2026		Sports Centre Currer	SCDP 09	Air con Maintenance	Garrick HVAC Services Ltd		80.00		80.00
216	30/06/2026		Sports Centre Currer	SCDP 10	Classes Instructor	Lisa Walker		200.00		200.00
209	30/06/2026		Sports Centre Currer	LB 06	Bank Charges	Lloyds Bank		8.14		8.14
214	03/07/2026		Sports Centre Currer	CR 07	Clubright Software	Clubright Limited		129.00	25.80	154.80
239	07/07/2026		Sports Centre Currer	SCDP 10	Hire of Drama Studio	Vivify Venues Ltd		273.22		273.22
233	07/07/2026		Sports Centre Currer	BACS 07	Wages	Sport Centre		4,786.83		4,786.83
223	07/07/2026		Sports Centre Currer	HELO 07	Flow Phone System	Heliocentrix Limited		23.52	4.70	28.22
234	07/07/2026		Sports Centre Currer	BACS 07	Tax & NI	Ash Green Sports Centre		614.00		614.00
237	07/07/2026		Sports Centre Currer	SCDP 10	Cleaning	John Ames		526.50		526.50
238	07/07/2026		Sports Centre Currer	SCDP 10	Cleaning	Middles Cleaning Services		80.00		80.00
246	08/07/2026		Sports Centre Currer	TP 07	Card Machine	Takepayments Limited		13.00	2.60	15.60
Total								8,118.59	81.89	8,200.58

Community & Environment

ASH-CUM-RIDLEY PARISH COUNCIL

Notes of a meeting of the Highways Improvement Working Group held on Wednesday 17 June 2026 by Teams commencing at 10.00am.

Present: Cllr M Fothergill – Kent County Councillor
Cllr F Cottee
Cllr P Kirtley
Mr N Rowe – Community Engagement Officer (West), Kent Highways

In attendance A de Jager (Clerk)

1. Apologies

Apologies were received from Cllrs S Fishenden, C Gorton and M Manley.

2. Declaration of Interests

None

3. Notes of Previous Meeting

The notes of the meeting of 05 March 2026 were RECEIVED and NOTED.

4. Highways Improvement Plan (HIP)

Update on:

- Ash Road/The Street – there has been no progress on the positioning and installation of a corresponding information sign, in a location where HGVs can turn if necessary, indicating that the route is unsuitable for wide vehicles. Mr N Rowe will make enquiries in this regard.
- Speeding on Ash Road and Church Road – telematic data for both roads showed that the average speed of vehicles is below intervention criteria.
- North Ash Road - Kent Highways confirmed that North Ash Road will have heavy patching carried out but will not be resurfaced.

The HIP will be updated accordingly.

5. Hip Concerns:

5.1 Consideration was given to the following:

- Pedestrian crossing between Oliver's Mill and Penenden – the introduction of a table speed hump at this location as an alternative to a formal zebra crossing will be added to the HIP.
- The provision of a salt bin on New Street Road – this is an operational matter and a request will be made via the Kent Highways portal.

5.2 Other Matters for Consideration

- None

6. Date of next meeting

At the request of Mr Rowe, the review of the HIP will take place annually, this will fall into the procedure adopted for all parish councils. At the annual meeting, a site visit will be arranged if deemed necessary. Additional HIP Working Group meetings may be called without the attendance of the Kent Highways Community Engagement Officer.

The meeting closed at 10.32am

ASH-CUM-RIDLEY PARISH COUNCIL

Agenda Item: **10.3 – Full Council 16 July 2026**

Report Title: **Children's Centre – Pre-acquisition Survey, Refurbishment and Tender Process.**

1. Background

The Council instructed Metcalfe Briggs Surveyors to carry out a pre-acquisition survey of the New Ash Green Children's Centre. The survey was undertaken on 23 April 2026.

2. Main Survey Findings

The survey did not identify significant structural concerns.

The report also raised a number of internal and external maintenance and decoration works be completed before the building can be occupied. Importantly, the existing kitchen and toilet facilities are not suitable for the intended use.

Security is also mentioned and recommends that both external and internal security is reviewed.

3. Work Requirement

- Repair to loose ridge pointing
- Fix leaking gutters and damaged downpipes
- Investigate front planter waterproof membrane
- Investigate drainage routes for downpipes and kitchen and toilet waste
- CCTV drainage survey – investigation of sinking paving near boiler room
- Replacement of emergency exit doors.
- Repairs to ramp, steps, railings and access including lighting.
- Certificates for:
 - Boiler
 - Gas
 - Electric
 - Fire Alarm
 - Intruder Alarm
 - Emergency Lighting
- Legionella testing upon reconnection of water
- Fire risk assessment
- Asbestos certificate (confirmation from NHS)
- Tree and shrub maintenance

Refurbishment

- Toilet refurbishment/reconfiguration and extractor fans
- Kitchen – serving hatch and cosmetic improvements.
- Replacement of failed double-glazed windows.
- Replacement of floors.
- Removal of redundant shelving, trunking and cables
- Window and door repairs – mastic replacement.

4. Additional Work Not Covered by the Survey

Additional work is necessary and includes:

- construction of additional internal walls/partitions.
- making good ceilings, walls and floors following alterations.
- additional electrical sockets and lighting.
- furniture fixtures and fittings
- storage for records.
- new signage.
- blinds
- security improvements – CCTV.
- Installation of air source heat pumps/air conditioners.
- Installation of solar panels

5. Architect / Professional Advice

It is recommended that the Council seeks a quote from a local architect to review the proposed layout before the tender process begins to check if the suggested layout is practical, structurally sound, meets building regulations, confirm toilet layout meets requirements, minimises environmental impact and to assist with the preparation of a specification for tendering to ensure that all contractors are pricing the same scope of work. Annex 1 of the Financial Regulations states that *'the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.'*

6. Financial Regulations and Procurement

The costs of refurbishment is expected to exceed £30,000 including VAT and will therefore exceed the thresholds set by Parliament, and the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 must be followed in respect of the tendering, award and notification of that contract.

The Financial Regulations also state that contracts must not be split into smaller lots to avoid compliance with the procurement rules.

7. Budget Position

The pre-acquisition survey identifies repair works of approximately £44,070 excluding VAT and professional fees. However, this does not fully cover the wider refurbishment required to make the building suitable and the Parish Council have set a total refurbishment budget of £104,000.

8. Recommended Tender Scope

It is recommended that the tender specification includes:

1. Pre-acquisition survey repair works.
2. Damp/moisture protection works.
3. Emergency exit door replacement.
4. External access repairs.
5. Toilet refurbishment and reconfiguration.
6. Kitchen improvements and serving hatch.
7. Construction of new internal walls/partitions.
8. Making good following alterations.
9. Flooring throughout
10. Internal decoration.
11. Electrical, lighting and IT infrastructure.
12. Plumbing and ventilation works.
13. Fire safety works arising from the Fire Risk Assessment.
14. Security improvements.

15. Office furnishings.
16. Hall storage and general storage provision.
17. Final testing, certification and handover documentation.

9. Recommendations

It is recommended that the Parish Council:

1. Authorises the Clerk to obtain a quote from a local architect to review the proposed layout, advise on Building Regulations, accessibility, toilet design, and assist with preparation of a tender specification.
2. Approves the commencement of the tender process for the refurbishment works, in accordance with the Council's Financial Regulations, Standing Orders and the Procurement Regulations 2024. All quotes to be presented to the Parish Council.
3. Delegates to the Clerk, in consultation with the Chairman and Vice-Chairmen, authority to progress preparatory work required for the tender process, including preparation of the specification and identification of suitable contractors.

Progress Tracker

[illegible]