



HORTON KIRBY AND SOUTH DARENTH PARISH COUNCIL

Parish Office, Village Hall, Horton Road, South Darent, DA4 9AZ

MINUTES OF THE MEETING OF THE HALLS COMMITTEE held on Tuesday 20th January 2026 in the Parish Room, Village Hall, South Darent at 7.30 pm.

PRESENT: Cllr D Mitchell (Chair) I Blackamore, D Hollands, C Page,

IN ATTENDANCE: Lisa Johnson, Parish Clerk

The meeting started at 7.30pm

72 APOLOGIES FOR ABSENCE

None. Cllr Moyle not required as Cllr Blackamore present.

73 DECLARATIONS OF INTEREST

None.

74 MINUTES

It was **Resolved** to agree and sign the Minutes of the meeting held on the 18th November 2025 as a true and accurate record.

75 CLERKS REPORT/MATTERS ARISING

50 Maintenance

To obtain 3 like for like quotes to replace VH toilet flooring and clean VH Lobby for consideration at May meeting

Blinds – fitted 10/04/25

13 Aug – blinds cleaned and services. Two front window blinds broken – no longer pull along. Quote to replace

Mn 60

Create folder with all aspects of H&S for halls

51 Fire Risk Assessment

Add recommendations to Maintenance list for cost consideration IB

Add fires instructions to key pack – already in .

Mn 61

Install new repeater panel in JH. Completed

53 Casual Hirers

Clerk to advise hirer that invoice for £66.66 will stand. No response/payment as at 9/9/25

All other items were either completed or appear as a Maintenance or Agenda item.

76 QUESTIONS FROM THE PUBLIC AND CORRESPONDENCE

There were no questions.

77 MAINTENANCE

List was updated – *Appendix 1*

The maintenance list was updated; Cllr Blackamore is waiting for certificate from the electrical contractor and reported that an emergency light above the Bar Room door needs installing.

Damage to the Jubilee Hall following a long term leak still to be investigated for quotes.

Quote from Aegis Security solutions was received for combined services to service the fire alarm twice per year and fire extinguishers once per year at £600 + VAT. Cllr Mitchell questioned the cost and asked if they could also test the emergency lights for the same price.

Action: Clerk to contact Aegis

Quote from Quay facilities Ltd. was received to inspect the shutter in the Jubilee Hall to the garden. After discussion it was agreed to accept the quote of £440 +VAT to determine any faults and repair if possible.

Action: Clerk

Snagging list received from Cleaner/Caretaker earlier in the day; to be shared.

Action: Clerk

78 HALLS HEALTH & SAFETY

Clerk had attended a Legionella training session which had been most interesting.

Full report had been received. Cllr Blackamore told the Committee that many of the jobs had already been completed. Further jobs to be added to Maintenance list including installing mixer taps on all basins and researching the age of the Village Hall boiler, adding to 3 year finance plan if necessary.

Action: Clerk/Cllr Blackamore

Cleaner told the Committee that there may be an insurance query regarding carrying out the regular checks for Legionella. Clerk had already contacted Clear Councils for advice.

Action: Clerk to chase Insurance company for a reply.

Log Book and Advice on carrying out regular tests had been received and which now must be implemented:

Action: Clerk/Cleaner

79 BUDGET SETTING

Clerk had input fixed costs such as cleaning contracts, rates and added a percentage to current energy bills, licenses, health & safety checks.

Clerk explained that hall hire rates for regular hirers had not changed since April 2022. Health & Wellbeing, local non-profit groups also qualify for a 25% discount.

After discussion, Cllr Mitchell proposed, Cllr Hollands seconded and all were in favour and therefore

Resolved:

- That the following rates would apply effective 1st April 2026. *Appendix 2*
- Regular hirers who met the criteria would continue to receive 25% discount as before.
- All hirers living within the Parish boundary would receive a 20% discount on the new rates.
- The new price structure and proposed budget figures would be sent to full Parish Council for January 2026 meeting for consideration and inclusion into the final budget and precept request.

Cllr Blackamore proposed, Cllr Mitchell seconded and all were in favour therefore

Resolved:

- The Jubilee Hall would be made available to the Monday Club effective 1st January 2026 and would still be able to have current storage space.
- For logistical purposes, Twinkletoes Preschool would have use of the Village Hall for the whole of Mondays.

80 PLANNING**25/02045/HOUSE**

5 Drays Cottages

The Street

Horton Kirby

Kent, DA4 (DA

Demolition of existing single storey extension and erection of new single storey rear extension with rooflight and internal alterations.

Action: No objection/no comment**80 DATE OF NEXT COMMITTEE MEETING**Tuesday 20th January 2026

The meeting closed at 9.05pm

Chair _____

Date _____

Halls Committee Maintenance List

TASK	PRIORITY	STATUS	NOTED DATE	DEADLINE	COMPLETED DATE	% COMPLETE	NOTES
Jubilee Hall leak in shutter box	Normal	In Progress				25%	Quay inspected 3/12/25 waiting for update
Fire Risk Assessment Report	High	In Progress		September meeting		100%	Assessment complete. Working though 'orange' items in report
Legionella Risk Assessment Report	High	In Progress	10/09/2025			50%	IB to work through orange items and cost

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Appendix 2Hall Hire Price List from 1st April 2026**Village Hall**

Monday to Friday day rate	9.00am – 5.30pm	£25 per hour
Monday to Thursday evening rate	6.00pm – 12.00am	£30 per hour
Friday Evening session	6.00pm – 12.00am	£320 per session
Saturday/Sunday day rate	9.00am – 5.30pm	£35 per hour
Saturday Evening session	6.00pm – 12.00am	£400 per session
Sunday evening rate	6.00pm – 12.00am	£40 per hour
Bank holiday day rate	9.00am – 5.30pm	£40 per hour
Bank holiday evening rate	6.00pm – 12.00am	£60 per hour

Jubilee Hall

Monday to Friday day rate	9.00am – 5.30pm	£22 per hour
Monday to Thursday evening rate	6.00pm – 12.00am	£25 per hour
Friday Evening session	6.00pm – 12.00	£260 per session
Saturday/Sunday day rate	9.00am – 12.00am	£25 per hour
Saturday Evening session	6.00pm – 12.00am	£300 per session
Sunday evening rate	6.00pm – 12.00am	£35 per hour
Bank holiday day rate	9.00am – 5.30pm	£35 per hour
Bank holiday evening rate	6.00pm – 12.00	£45 per hour

For those who live inside the Parish boundary, a 20% discount will be applied to all hire fees

Bouncy Castle Permission £25.00 (no discounts)

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