

Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on Monday 9 February 2015 at 8pm, which Councillors are summonsed to attend.

Town Clerk
04/02/2015

To assist in the speedy and efficient dispatch of business, members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Anyone wishing to film or use social medial is requested, as a courtesy, to advise the Clerk prior to the start of the meeting.

Prior to the start of the meeting two members of staff from Waitrose including Ms Lenka Vurstova, Operations Manager Trading Compliance, are attending discuss their delivery hours and any other issues with the store.

Four young people from the Edenbridge Youth Project, Lucy Moore-Smith, Paul Reynolds, Ryan Everett and Joshua Church, are coming to report their findings from the Youth Survey they have recently completed.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS OR PREDETERMINATION
3. PUBLIC QUESTIONS AND STATEMENTS
The Council will receive questions and statements from the public (this is the only opportunity for members of the public to make a contribution during the meeting) and for members with pecuniary interests to speak on items on the Agenda. Both members and public are limited to 3 minutes per person.
4. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 12 January 2015
5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA
 - 5.1 Application to Big Community Fund
6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS
Erection of a first floor side extension and roof light in existing roof. 29A Stangrove Road Edenbridge Kent TN8 5HT Ref. No: 15/00226/HOUSE |

Minor material amendment to application SE/13/01655/FUL - demolition of former cattery buildings, and the erection of a single dwelling house, car barn, and associated landscaping works for the removal of the unilateral undertaking for the development to be undertaken without payment

of a contribution towards affordable housing. **Shelbor Cattery Hartfield Road Edenbridge Kent TN8 5NH** Ref. No: 15/00125/

Window replacement to the side and front of building (residential accommodation). **113 High Street Edenbridge Kent TN8 5AX** Ref. No: 15/00132/FUL

Demolish existing side and front single storey extension and replace with a double storey side extension 1 meter in from the boundary, a small single and double storey front extension and a single storey rear extension with a flat roof and roof lantern. **South Mead Crouch House Road Edenbridge Kent TN8 5LQ** Ref. No: 15/00107/HOUSE

Demolition of existing garage. Erection of two storey side extension, and two storey front extension with addition of porch and roof canopy. **31 Ridge Way Edenbridge KENT TN8 6AU** Ref. No: 14/03645/HOUSE

7. TO ADOPT THE FOLLOWING REPORTS

- 7.1 **Open Spaces, 19 January**
- 7.2 **Planning and Transportation, 26 January**
- 7.3 **Finance Committee, 26 January**
- 7.4 **County Councillor's Report December/January**
- 7.5 **Working Group / Delegate Reports / Clerk's and Officers' Reports**
 - 7.5.1 **Twinning Association, 12 January**
 - 7.5.2 **Clerk's Reports**

8. OTHER BUSINESS

- 8.1 **Items referred from Committees for decision**
 - 8.1.1 **Office reconfiguration**
 - 8.1.2 **Business Continuity and Recovery Plan Dec 8.7. IT Investment**
- 8.2 **Annual Planned Maintenance update and Testing report (BM)**
- 8.3 **Annual Fire Safety Review (BM)**
- 8.4 **Summer Playscheme**
- 8.5 **Risk Assessment**
- 8.6 **Fire Station Recruitment, update**
- 8.7 **Mitie London Revolution**
- 8.8 **Consultation on delivery of Library and Registration Services**
- 8.9 **Neighbourhood Plan Update**

9. FOR INFORMATION

- 9.1 **Eden Centre Community Partnership**
- 9.2 **SDC Dedicated Chief Officer**
- 9.3 **Honours nominations**
- 9.4 **Parking on grass at Springfield Road**

10. PRESS RELEASE

In view of the confidential nature of the following items to be discussed, the chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960.

11. CONFIDENTIAL ITEMS

- 11.1 **Eden Valley Museum Trust, change of assignees**
- 11.2 **Temporary staff contract**

Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm).

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetc.kentparishes.gov.uk

5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA

5.1 Application to Big Community Fund

Following a suggestion from the Clerk, Cllr Richard Davison is putting together a recommendation to the Big Community Fund, on behalf of the four district council members, for funding toward the Edenbridge Emergency Planning Group's proposals for relocating the Volunteer Control Point to Sencio. The outcome should be known in March.

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Erection of a first floor side extension and roof light in existing roof. **29A Stangrove Road Edenbridge Kent TN8 5HT** Ref. No: 15/00226/HOUSE |

Minor material amendment to application SE/13/01655/FUL - demolition of former cattery buildings, and the erection of a single dwelling house, car barn, and associated landscaping works for the removal of the unilateral undertaking for the development to be undertaken without payment of a contribution towards affordable housing. **Shelbor Cattery Hartfield Road Edenbridge Kent TN8 5NH** Ref. No: 15/00125

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7. TO ADOPT THE FOLLOWING REPORTS

- 7.1 Open Spaces, 19 January - attached**
- 7.2 Planning and Transportation, 26 January - attached**
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- 7.4 County Councillor's Report December/January - attached**
- 7.5 Working Group / Delegate Reports / Clerk's and Officers' Reports - attached**

8. OTHER BUSINESS

8.1 Items referred from Committees for decision

8.1.1 Office reconfiguration December 2014 8.4

As requested by Council, a further review of the design proposed has been developed 'in-house' which takes into account, wherever possible, the dimensions of the actual desks and equipment owned by the Council. Cllrs John Scholey and Stuart McGregor have met again with the Clerk and Tourism and Admin Officer, to discuss the revised plan. Further changes were suggested and the re-revised plans are attached. This simplified version of the design meets the brief initially proposed, although the space remains tight.

- Create a small meeting room

- Create a private space for confidential meetings with staff
- Move the VIP downstairs
- Create quiet working areas
- Retain safe storage areas

The reconfiguration would mean that no changes would be required to the intruder alarm or fire alarm systems. Almost all the existing furniture would be reused, and the purchase of just one desk required in addition to the welcome desk/workstation. Any furniture not required would be sold, or disposed of locally.

In 2014 the upstairs meeting space was used for a number of various groups, council and neighbourhood plan meetings. Income from hirings for the entire year only amounted to £84.80. Under the revised plans, it will no longer be possible to offer a confidential space upstairs. This has proved difficult this year, with both the Community Warden and the Building Manager having to vacate their workspaces whilst paid, and unpaid, hirings take place. Private outside bookings during evenings and weekends will also not be possible, without a Councillor or a members of staff being present, and taking responsibility for the security of the upstairs office space. This should not prove too difficult as the Council is represented on all the Neighbourhood Plan Groups, who are the main users. Other users may wish to transfer bookings to Rickards Hall if it is available.

The working group has sought the opinion of Cllr Alan Layland to establish if, in his professional opinion, under Health & Safety grounds a second emergency exit would be required at first floor level to insure that the duty of care the Council has to its staff and the public would be met. The maximum number of staff and visitors using upstairs would be highly unlikely to exceed 20 people. The majority of time the numbers are likely to be under 5. Some Members will recall that in the past full council meetings with open sessions were held on the first floor of the building and the floor loading for the building is 40 people. His assessment is detailed below.

‘The following Suggested Travelling Distances regarding Escape Routes are based of those recommended in Approved Building Regs.
Where only a single escape route is provided.

12m in a high risk area.

18m in normal risk area.

25mt in lower risk area.

I would regard the office on the first floor of Doggetts Barn a normal risk area, which is well within the criteria recommended.’

Alan Layland

In light of this progress, the working group proposes that the architects be asked to draw a final plans and quotes be sought for the works to progress the project.

Do members agree the revised design and approve a maximum cost of £500 for the final drawing and project costings to be established? Approval for the revised building works, furniture and fittings, etc, will to be presented for approval once obtained.

8.1.2 Business Continuity and Recovery Plan Dec 8.7. IT Investment

With the development of the plans for the reconfiguration of Doggetts Barn and the Business Continuity Plan both progressing, the positioning of the IT requirements for upstairs at Doggetts Barn are now clear. A further development, adding pressure to this element of the project is that the computer package for paying the salaries is incompatible with the current old file server. Members previously delayed a decision on the installation of the new ring main until a workable plan for Doggetts Barn had been agreed.

Members had also recommended that advice be sought from the IT team at Sevenoaks to obtain an independent view on the proposal before it was progressed. Despite the best efforts of the Clerk and Cllr Scholey this has not been forthcoming.

However, Cllr Stuart McGregor has also met with this Council's IT Provider and some changes to the backup have been proposed. Copies of the proposals were circulated as a confidential item at January Council.

As previously advised, the changes proposed will provide a higher level of security protection, with immediate effect, and have the benefit of providing easier reinstatement if disaster was to strike. The costs are for relocating the most sensitive equipment to the first floor, and the replacement of the VIP computer and the provision of a new laptop are included. The protected guest wireless network would safely enable visiting speakers, trainers and other users to access the system whilst retaining its integrity. To ensure compatibility with the planned reconfiguration of the building, it is proposed that the installation of the ring main and the IT upgrade should go ahead now.

Members are reminded that, although the costs of the IT installation exceeds the £3,000 limit set in the Council's Financial Regulation, which would normally require other quotes to be sought, this specialist work would fall partially under 11.1.iii and partially under 11.1.iv so additional quotes are not required.

Cllr Stuart McGregor has confirmed that he is now content to recommend the IT proposal be accepted, providing that the frequency of backups can be agreed, and suggests that the work starts as soon as possible, using the existing back up as an interim measure if necessary.

Now that a workable plan is in place for the reconfiguration of Doggetts Barn, do members approve the implementation of the IT proposals, previously circulated. This to include the installation of a new ring main (£1,865.80 + VAT) and the implementation of the five objectives outlined in the IT proposal (£7,456 + VAT), circulated at January Council. The secondary cloud backup system would cost an additional £11 per month and the primary local backup solution carries an additional annual cost of £79. In addition, the services of a data cabling company would be required to provide tested cabling and sockets in the identified areas. They are visiting the building on Thursday 5 February to quote and it is hoped that figures will be available for Monday night.

In light of the age of the building, do members wish to allow a 10% contingency on the costs in case of unexpected discoveries?

Funding for this project would be taken from the Council's earmarked Revenue Depreciation Fund for 2014/15 which currently stands at £61K.

Do members approve the proposed above course of action?

8.2 Annual Planned Maintenance update and Testing report

Planned Maintenance – Year 3: The planned maintenance schedule for year 3 is underway. Outstanding work comprises the refitting of the kitchen in Doggetts Barn, some repairs to the weatherboarding to the rear of the barn, and the fitting of a new rear access door and frame to the Cemetery Depot.

The contractor advises that this work should be completed this month (February), weather permitting.

Confirmation of the annual testing reports will be available for March Council, with the tenants of the sports pavilions due to present their own reviews in the spring. These were successfully completed in spring 2014.

M. Leach
Building Manager

8.3 Annual Fire Safety Review (BM)

The Fire Risk Assessment Reviews for council occupied properties have taken place for 2015. There has been no significant change of use or practice over the past year. The only points for action are to confirm that fire drills are taking place with sufficient frequency and that accurate records of these are being kept, for the Cemetery Depot. This should be completed and signed off this week.

The tenants of the sports pavilions are due to carry out their own reviews in the spring. These were successfully completed in spring 2014.

M. Leach

Building Manager

8.4 Summer Playscheme

Sevenoaks Parishes free Family Fun Days summer 2015: The group of town/parish councils which provide a programme of free Fun Days through engaging PlayPlace are, as usual, now considering dates, and activity content for the sessions. Edenbridge usually shares four Thursdays with Westerham, having the afternoon session in Stangrove Park after their morning session has finished. This Council has budgeted £1,500 for core activities, including five staff and an inflatable, and last year purchased a re-usable banner to display on the Park railings during the school holidays. The dates would likely be July 30, and August 6, 13 and 20. The cost of this year's "date strip" to add to the banner would be in the region of £25, and in past years an approach has been made to the Great Stone Bridge Trust to cover the cost of two additional special activities. Many families continue to find times financially difficult, and really appreciate the opportunity to enjoy these afternoon activities for free.

Do members wish to apply to the Trust for £250 for provision of a magic session on one of the four afternoons, and either African drumming (£130) or Circus Skills (£350) on another, along with the cost of the banner strip?

K Staff

8.5 Risk Assessment

Throughout the term of this Council a major review of the system of Risk Assessment has been undertaken. It is nearly complete. The system has been completely overhauled, with advice taken initially from Cllr S Newton and supported by the changes in guidance from NALC and the Council's Health & Safety advisors, Ellis Whittam.

Are there one or two members who would be willing to meet with the Clerk to give a final check of the documents before they are presented at March Council?

8.6 Fire Station Recruitment, update

The following updates have been received from Kent Fire Service

- As you know we had nine shortlisted from the November information evening, those nine attended a practice session of the role related tests on Monday 5 January. The nine were also provided online support for the verbal reasoning tests.
- Out of the nine one has withdrawn their application leaving eight sitting the official role related and written tests this week. (You will recall these tests are ordinarily done over two sessions with applicants being invited to our Training Centre in Maidstone but for this recruitment a bespoke double session has been developed which will take place at Sevenoaks Fire Station. This will reduce travel and inconvenience for those applying.)
- We had the widely advertised information evening on Wednesday 7 January as planned. We had around twelve attend this information evening and we have asked them to have their application forms to us by the end of January in order for us to process them. It is always difficult to gauge how well an evening has gone but we had a good mix of people which is always good to see. Alan Leyland came to the station towards the end of the evening and saw the last of the prospective applicants before they left.

- Additional space has been allocated on the upcoming training courses in readiness for any expedited Edenbridge applicants.

We asked those that attended an information evening to fill in a short form. One of the questions was around identifying where they had seen the vacancy. A majority cited seeing the need to recruit in the paper and a number had seen the advertising and mannequin in the High Street shop.

Next steps:-

- We are in the extremely fortunate position now where we need to see how these applicants progress and assess how this looks in respect of availability of the fire appliance.
- We will continue the process with those already in the system.
- All advertising bearing information about the January information evening has been or will be removed throughout the rest of this month.
- Some generic advertising materials will remain in place.
- Edenbridge recruitment will remain open.
- Alan Leyland is assisting in organising a date for some point after we know where we are in terms of applicants for the Chamber of Commerce to meet with Edenbridge managers should further support be required.
- Mid to end February – consider progress of applicants already in system and what further recruitment required (if any).

Should you require any more detail on the above or wish KFRS to make a further visit to speak to the Town Council we would be more than happy to. On behalf of KFRS I would like to pass on our thanks again for all your efforts and the impact you've had on the advertising campaign. You genuinely have made a difference

Following the role related and written tests which took place this week for the original nine applicants I can confirm the following outcome:-

5 candidates will be invited to interview

1 candidate failed the role related tests – we are now considering what support that individual needs to sit the tests again in the future

1 candidate was unable to attend the date/venue in time so will be attending the next test session

1 failed to show and we have received no communication from them

1 withdrew their application (which you were already aware of)

I will update you in a couple of weeks once I have more information on the progress of these candidates and an assessment of applications received from the latest information evening.

8.7 Mitie London Revolution

The Council was recently approached by the Rugby Club and subsequently the event organisers to see if there were any objections to this prestigious cycling event being hosted by the Rugby Club, at the Recreation Ground. In previous years the Mitie Revolution bike ride has ridden clockwise around London, this year they are reversing the route and are looking for a location in the Edenbridge area for the first pit stop. The pit stop would be open between 9am and 1pm, with approximately 200 riders being at it at anyone time over the 3 hour period. Members were emailed for their views on 23 January.

One objection was raised by Cllr Clive Pearman as to whether the Leisure Centre was a more appropriate location, especially as it is launching its cycle friendly strategy and celebrating the opening of the secure cycle storage this Easter. This will enable them to deliver a tailor-made cycle-club friendly venue in the town. The Clerk had already asked the organisers of the event if there were aware of the Leisure Centre and its cycle facilities and had passed on contact details to them. It is my understanding that they have viewed the Leisure Centre and have some concerns but as to the location, it would require a detour to the route which would result in a right turn, and

all the cyclists travelling through the Town Centre, both of which they try to avoid. I understand some discussions with them are still taking place, but at present their preferred pit stop remains the Recreation Ground.

Members will recall that when granting the lease to the Rugby Club they were strongly encouraged to include other sports whenever possible and to generate income to offset the cost of their Lease. Further details of the leisure cycle event are attached. Subject to final approval from the relevant authorities it seems likely that the ride will pass through Edenbridge, whether any of its facilities become a formal pit stop or not.

Do members ratify their support for the Rugby Club to host this event and grant approval, subject to the normal conditions, if they wish to pursue the possibilities of locating it at the Lingfield Road Recreation Ground?

8.8 Consultation on delivery of Library and Registration Services

Kent County Council is transforming the way it delivers its services, as well as reducing costs, and as part of this process it is reviewing the way it provides Library and Registration services.

Kent state that, because Library Registration & Archive services are valued by our communities, they have given a lot of consideration as to how to deliver them in the future. From the many options they have looked at to find the most sustainable, one that will deliver customer-focused services and contribute to the savings KCC has to make, the setting up a Charitable Trust to deliver the LRA service is their preferred option and on which we are now in a position to consult.

The public consultation runs from 12 January 2015 to 8th April 2015. No formal decision has been taken and everyone's views are wanted.

More details about the proposals and the consultation questionnaire can be found online at www.kent.gov.uk/lraconsultation and a copy is available at Doggetts Barn.

They are also running 24 drop-in roadshows across the county where people can come and speak to staff about the proposals, the nearest being The Eden Centre on Thursday 19 March 10am - 2pm.

Kent's preferred model is an Independent Charitable Trust which would run Kent's Library Registration and Archive service. They believe this would give the greater flexibility and financial freedom; a model they believe is less susceptible than other options to possible future changes to council funding. They also believe it would result in better opportunities to improve services and give residents more input and influence over future decisions. Whatever the outcome of the consultation, in addition to the savings of £6 million already achieved further savings will be required. The Charitable Trust would enable innovation, income generation and additional grant funding. A charitable board would be accountable for the management and oversight of the Trust, with a board of Volunteer trustees recruited to manage and oversee the charitable trust. If the trust wants to make significant changes to services, it must secure approval of KCC and consult with residents before any final decision is made.

Some issues regarding the provision of registration services mean that a two stage transfer would be needed, as it is a current UK legal requirement that these services must be delivered by the Local Authority. KCC is working with the statutory regulator to understand how and when this might be achieved.

All options could potentially deliver the financial savings required. The options under consideration in this consultation are:

- Keep the service in house
- Transfer the service to a charitable trust (KCC's preferred option)
- Run the service in partnership with a provider
- Outsource the service to a third party

Do members have an initial view? The timing of the local consultation makes it tricky as there is not a planned Council meeting between the local consultation event and the consultation deadline. Both the consultation document and response form are not too onerous. Which members would like to read the consultation and meet together at Doggetts Barn to prepare the response between 19 March and 4 April?

8.9 Neighbourhood Plan Update

The Steering Group was delighted to receive the offer of up to £10,000 to progress the Neighbourhood Plan project through its next phase of defining policies for inclusion in the Plan and building evidence to support those policies. The group is drawing up a written proposal for agreement with the Town Council, and creating a “job description” for the additional admin and communication support required. The Group is meanwhile hoping to obtain grant funding through Locality for technical reports already identified as being necessary – housing needs assessment, character area assessment. The detailed Community Profile already commissioned is expected to be finished this week.

Support volunteers from Planning Aid England last week facilitated training on key points for responding to planning applications, and used the current application for 300 homes west of St John’s Way as a case study to consider how some aspects might relate to policies to be included within the Neighbourhood Plan. The next session for members of the Neighbourhood Plan task groups on 16 February will receive a short presentation on the key findings of the Community Profile, and information on how the existing district Local Plan particularly relates to Edenbridge.

The Task Groups will then continue with their specific pieces of work needed to support the emerging policies.

K Staff

9. FOR INFORMATION

9.1 Eden Centre Community Partnership

The Council has been advised that the users of the Eden Centre have set up an organization under the name of Eden Centre Community Partnership. This is partially in response to changes in the management of the facility by KCC. It would enable the group at a later time to decide to set up a Charitable Incorporated Organisation to manage the facility. On a quarterly basis they intend to invite Cllr J Davison and the Clerk to attend. The Clerk has requested that copies of all the minutes be sent.

9.2 SDC Dedicated Chief Officer

Pav Ramewal, Chief Executive of SDC, has decided to introduce a system of dedicated Chief Officer support for Town and Parish Councils. The intention is that when the usual communication channels haven’t succeeded, for whatever reason, we would have the opportunity to discuss issues with a chief officer in the hope that their assistance would lead to a positive outcome. The Chief Officer allocated to Edenbridge is Adrian Rowbotham. Adrian is the Chief Finance Officer at the District Council, responsible for accountancy, audit, anti-fraud, business rates, Council Tax, Risk Management and Council investments.

9.3 Honours nominations

Nomination for the new Years Honours list 2016 are open. The Prime Minister has asked those involved to seek out and recognize those actively involved in building a bigger, stronger society. Details of the scheme can be found at www.nidirect.gov.uk/the-honours-nomination-process-explained.

9.4 Parking on grass at Springfield Road

In response to residents’ concerns, the issue of parking on the grass at Springfield Road has been reported to SDC and they have written to the residents of number 64 to 80 Springfield Road advising them that the grass is provided as an amenity area and is not for parking. Enforcement action could follow.

10. PRESS RELEASE

Are there any items on which members would like to issue a press release.

In view of the confidential nature of the following items to be discussed, the chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960.

11. CONFIDENTIAL ITEMS

11.1 Eden Valley Museum Trust, change of assignees

11.2 Temporary staff contract