

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 8pm on Monday 9 February 2015

Present: Cllrs T Bryant, Mrs J Davison, R Davison, A Layland, M V McArthur, R Orridge (Chairman), C Pearman, M Robson and J Woollorton

In attendance: Christine Lane (Town Clerk), no members of the press or public

Prior to the start of the meeting two members of staff from Waitrose Ms Lenka Vurstova, Operations Manager Trading Compliance, and Roger Edwards, Acting Manager Edenbridge store, updated members on the actions they had taken to address issues relating to breaches of delivery times and the revised delivery times on their new planning application.

Three young people from the Edenbridge Youth Project, Lucy Moore-Smith, Ben Reynolds, and Joshua Church, report the findings from the Youth Survey which had recently been completed and made a presentation requesting support for its contents and in particular for the Council to work with them to seek improvements for the Skate/BMX Ramps. It was suggested that they approach the Open Spaces Committee to arrange setting up a working group.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs V Maynard (unwell), S McGregor (holiday) and J Scholey (holiday). Cllrs J Chappell and V King were absent.

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION including any interests not already registered.

Cllrs Mrs J Davison, R Davison and R Orridge wished to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

Cllrs R Davison and C Pearman declared an interest in Item 8.4 being members of the Great Stone Bridge Trust.

The meeting was closed

3. PUBLIC QUESTIONS AND STATEMENTS - none

The meeting was reopened

4. TO CONFIRM THE MINUTES OF MEETING HELD ON 12 JANUARY 2015

Resolved: that the minutes of the Council meeting held on Monday 12 January 2015 be duly signed by the Chairman as a true and accurate record of the meeting.

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

5.1 Application to Big Community Fund

Members noted that Cllr Richard Davison had submitted an application to the Big Community Fund, on behalf of the four district council members, toward the Edenbridge Emergency Planning Group's proposals to 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 |

Members supported this application.

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

Members supported this application.

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

Members supported this application.

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

Members supported this application.

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

Members supported this application.

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Open Spaces, 19 January

Resolved: that the minutes presented by Cllr M Robson be adopted.

7.2 Planning and Transportation, 26 January

Resolved: that the minutes presented by Cllr R Orridge be adopted.

7.3 Finance Committee, 26 January

Resolved: that the minutes presented by Cllr R Orridge be adopted.

7.4 County Councillor's Report December/January, noted

7.5 Working Group / Delegate Reports / Clerk's and Officers' Reports

7.5.1 Twinning Association, 12 January 2015, noted

7.5.2 Eden Valley Chamber of Commerce, 3 February 2015, noted

7.5.3 Clerk's Reports, noted

8. OTHER BUSINESS

8.1 Items referred from Committees for decision

8.1.1 Office reconfiguration, December 2014 8.4

Following further review, plans of the design developed 'in-house' which take into account, wherever possible, the dimensions of the actual desks and equipment owned by Council was considered. Within the constraints of the listed building, it meets the criteria previously set of

- Creating a small meeting room
- Creating a private space for confidential meetings with staff
- Moves the VIP downstairs
- Creates 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 would be required in addition to the welcome desk/workstation. Any furniture not required would be sold, or disposed of locally.

Cllr Alan Layland has established that, under Health & Safety grounds, a second emergency exit is not required on the first floor. This is based on the number of people and the suggested travelling distances regarding Escape Routes recommended in Approved Building Regulations.

Resolved: to set a policy that the meeting room could only be used out of hours if a member of staff or a Councillor was present, to ensure the integrity and security of information and data in the shared meeting room/office space.

Resolved: to approve the design and to request a final set of plans, to be drawn at a cost of no more than £500. Costings for the building works, fixtures and fittings to be presented to Council when available.

8.1.2 Business Continuity and Recovery Plan December 2014 8.7. IT Investment

With the plans for the reconfiguration of Doggetts Barn confirmed and following assurances by Cllr Stuart McGregor and the IT Team at Sevenoaks District Council of the soundness of the proposals for upgrading the Council's IT, it was

Resolved: to accept the quotations from Dave Cole Electrics, for the installation of a ring main upstairs at Doggetts Barn (£1,865.80 + VAT), the implementation of the five objectives outlined in the PS Technology IT proposal (£7,456 + VAT), previously circulated at January Council, and the data cabling quote by JPL Communications (£1,675.00). Accepting that the secondary cloud backup system would cost an additional £11 per month and that the primary local backup solution carries an additional annual cost of £79, the changes proposed will provide a higher level of security protection, and have the benefit of providing easier reinstatement if disaster was to strike. The cost to be taken from the Council's Revenue Depreciation Fund.

Resolved: to allow a 10% contingency on the costs in case of unexpected requirements.

8.2 Annual Planned Maintenance update and Testing report

Members noted that, under the Planned Maintenance – Year 3, the outstanding works comprising of 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 were expected to be completed this month.

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.

8.4 Summer Playscheme

Members considered the proposal to host free Family Fun Days this summer in partnership with the local parishes and PlayPlace. Edenbridge usually shares four Thursdays with Westerham, having the afternoon session in Stangrove Park after their morning session has finished. The Council has budgeted £1,500 for core activities, including five staff and an inflatable. The dates are likely to be July 30, and August 6, 13 and 20.

Resolved: to host the sessions at a cost of £1,500, with a grant being sought from the Great Stone Bridge 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.

Resolved: that the cost of the revised banner strip (£25) be taken from contingencies.

8.5 Risk Assessment

Throughout the term of this Council a major review of the system of Risk Assessment used by the Council has been ongoing and 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.

Resolved: that Clls Alan Layland and Trevor Bryant should check the document before it is presented to Council.

8.6 Fire Station Recruitment, update

So far four candidates have reached the medical and reference stage of the process and should be able to join the recruit course in March. Five further applications are progressing through the system.

8.7 Mitie London Revolution

The Council was recently approached by the Rugby Club for support for their plans to host this prestigious cycling event at the Recreation Ground on 16 May.

Resolved: to approve the permission for the use of Lingfield Road Recreation Ground for the event subject to the agreement of the Rugby Club, the completion of the Council's Open Spaces Hiring Agreement, the provision of a sketch plan of the area to be occupied, a copy of insurance and a risk assessment for the site.

Members hope this event will raise the profile of the town as a destination for cyclists and visitors.

8.8 Consultation on delivery of Library and Registration Services

Members noted Kent County Council's consultation on changes to the way it provides Library and Registration services. They are proposing setting up a Charitable Trust to deliver the service. The public consultation runs from 12 January to 8 April 2015 with a public roadshow at the Eden Centre on Thursday 19 March 10am -2pm. Members were asked if they would like to select councillors to prepare the response following the roadshow but instead

Resolved: to delegate powers to the Planning and Transportation meeting to prepare the response.

8.9 Neighbourhood Plan Update

Members noted the Steering Group was delighted to receive the offer of up to £10,000 to progress the Neighbourhood Plan. 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.

9. FOR INFORMATION

9.1 Eden Centre Community Partnership

Members noted that the Council has been advised the users of the Eden Centre have set up an organization under the name of Eden Centre Community Partnership. 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 introduced a system of dedicated Chief Officer support for Town and Parish Councils. Adrian Rowbotham has been appointed for Edenbridge. 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

Members were advised that nomination for the New Year’s Honours list 2016 are open. 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

SDC has written to the residents of numbers 64 to 80 Springfield Road advising them that the grass is provided as an amenity area and is not for parking. Enforcement action may follow.

10. PRESS RELEASE

There were no items on which members wish 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

Legal advice is being sought from SDC in response to the request from the Eden Valley Museum for permission to change the assignees named on the lease.

Resolved: that following the response received, the Clerk should advise the Trust and inform them that the Council would expect them to pay the legal costs involved in the variation and the £20 for registering the change.

11.2 Temporary staff contract

Resolved: to issue a seven month temporary contract for a skilled groundsman to run from 1 April 2015.

The meeting ended at 10.15pm