

# 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 13 April at 8pm, which Councillors are summonsed to attend.

Town Clerk  
08/04/2015

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.

## 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 Monday 9 March 2015
5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA
  - 5.1 Risk Assessment
6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS, attached
7. TO ADOPT THE FOLLOWING REPORTS
  - 7.1 Annual Town Meeting 2 March – attached
  - 7.2 Personnel Committee 23 March -attached
  - 7.2 Planning and Transportation, 23 March - attached
  - 7.3 Finance Committee, 23 March – attached
  - 7.4 Trustees of the Norman Foundation, 30 March - attached
  - 7.4 Open Spaces Committee 30 March - attached
  - 7.5 Working Group / Delegate Reports / Clerk's and Officers' Reports
    - 7.5.1 County Councillor's Update
    - 7.5.2 KALC, 13 March - attached
    - 7.5.3 Funday Committee - attached
    - 7.5.4 Clerk's Report

**8. OTHER BUSINESS**

**8.1 Items referred from Committees for decision**

**8.1.1 Office reconfiguration**

**8.1.2 Open Spaces March 2015, Item 7.2 Groundstaff activity, Item 8 .Open Spaces 10  
Year Maintenance Plan**

**8.2 Review of Standing Orders**

**8.3 Review of Terms of Reference**

**8.4 Sevenoaks District Parish/Town Charter**

**8.5 Fly tipping**

**8.6 Local Government Ombudsman & Larger Parish Councils Consultation**

**8.7 Public Consultation on Community Mental Health and Wellbeing Services**

**8.8 Clerks Conference, 17 June**

**8.9 Flooding Correspondence Sir John Stanley**

**8.10 Parliament in the making**

**8.11 Neighbourhood Plan Update**

**8.12 Star Councils 2015**

**9. FOR INFORMATION**

**9.1 Procedures for May Council meeting**

**9.2 Edenbridge Fire and Rescue Recruitment Update**

**9.3 New Chief Inspector of Policing Sevenoaks**

**9.4 ETC Response to Updated River Basin Management Plans**

**9.5 Kent Healthy Business Awards**

**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 ITEM**

**Eden Valley Museum – Assignment of lease**

*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](mailto:townclerk@edenbridgetowncouncil.gov.uk) **Web:** [www.edenbridgetc.kentparishes.gov.uk](http://www.edenbridgetc.kentparishes.gov.uk)

**Report to Council April 2015**

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

**5.1 Risk Assessment**

During the process of reviewing the Health and Safety Risk Assessments it was observed that on the R/A sheets regarding review dates, it was not clear whether the date 10/14 referred to the date it was reviewed or the date for review, it is recommend that the review dates are indicated on the Activities Risk Index, this would enable members to see at a glance the review dates.

**Do members approve this practical recommendation?**

**6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS**

Erection of a two story side extension with a porch. Erection of a new garage with solar panels. Internal alterations to existing house. **Rose Cottage 5 Greybury Lane Marsh Green KENT TN8 5QP** Ref. No: 15/00927/LBCALT

Erection of a two story side extension with a porch. Erection of a new garage with solar panels. Internal alterations to existing house. **Rose Cottage 5 Greybury Lane Marsh Green KENT TN8 5QP** Ref. No: 15/00821/HOUSE

Erection of a single storey rear extension with a roof lantern. **7 Eden Chase Edenbridge Kent TN8 6AX** Ref. No: 15/00893/HOUSE

Demolition of existing attached garage to incorporate a two storey side extension. Replacement of front of house UPVC cladding with wall hung tiles. **1 Highfields Road Edenbridge KENT TN8 6JN** Ref. No: 15/00888/HOUSE

Erection of a first floor rear extension. **5 Mill Hill Edenbridge KENT TN8 5DB** Ref. No: 15/00813/HOUSE

Erection of small stable block consisting of two stables and a tack room. **Walnut Cottage Marsh Green Road Marsh Green Edenbridge TN8 5QR** Ref. No: 15/00802/HOUSE

Erection of a single storey extension to the South side of the warehouse with solar panels. **Alexir Packaging Ltd Enterprise Way Edenbridge KENT TN8 6HF** Ref. No: 15/00716/FUL

The erection of a rear extension to form a kitchen /dining room. **Trenholme Swan Lane Edenbridge Kent TN8 6BA** Ref. No: 15/00564/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

**For information**

Agricultural building / barn, designed to full agricultural class II B.S 5502. **Newlands, Delaware Farm Hever Road Edenbridge Kent TN8 7LD** Ref. No: 15/00878/AGRNOT

**Comments submitted before the meeting to meet deadline**

Erection of privacy trellis panels to the top of the boundary fence (retrospective). **Jantys Mill Hill Edenbridge KENT TN8 5DQ** Ref. No: 15/00782/HOUSE

*Members support this application*

Extension of front garden. New garden fence and gate. **The Beeches Skeynes Road Edenbridge KENT TN8 5EX** Ref. No: 15/00424/FUL

*Members are concerned that the area of roadside verge which is proposed to be enclosed fits the description of "green infrastructure", but it is not listed on the policies map. Members wish the Officers to check whether it is caught by policy G1 - 2. If it is not included in the restrictions listed in G1 - 2 this Council support the application*

**8. OTHER BUSINESS****8.1 Items referred from Committees for decision****8.1.1 Office reconfiguration**

Attached for approval is the plan from the architect and the specification for the partition wall relating to the scaled down plan, agreed in principle, for Doggetts Barn.

**Do members approve the plan?**

The latest delay is that the new Conservation Officer has been on extended sick leave and is only back part time at the moment. The previous Conservation Officer had visited the building and advised that the works upstairs would not be acceptable, but was happy for works to be undertaken downstairs, so hopefully this will be a formality. Pre application advice has been requested to establish if a full Listed Building application is required for these minor works. The Planning Authority has registered the request and hopes to be able to provide a response by 22 April, however due to high caseloads may not be able to do so. The ref is PA/15/00342.

Once we have their opinion, either we will be able to go ahead and get quotes for the works or will have to submit an application for works to a Listed Building adding a further delay. In addition to quotes for the wall, costings for the bespoke counter and half door, fittings for the Information Centre and removal of the current counter/half door will be sought. Some new carpet may also be required. It is still unclear how compatible the phone system will be with the new cabling and whether there may be issues to address. The office printer that is to be moved upstairs was due for replacement in 2011 and currently can only be used for internal printing as the copies have a coloured strip down one side. It would seem sensible to replace this shortly as it will be used far more in its new location. All these quotes will be provided to Council or Finance for approval.

Members will be reassured that the Building Manager has met with the Structural Engineer who has provided a verbal reassurance that he does not see any problems with the proposed weight bearing for the reconfiguration, and his written report is expected imminently.

Hopefully by the time of the meeting, the works to install the new ring main and data cabling will be progressing well and the furniture will have been repositioned. As members are already aware, until the wall is installed downstairs is going to look odd.

At March Finance members sought assurances as to the guaranteed speeds and capacity of the proposed upgrade to the broadband package currently used. It is extremely difficult to get 'guaranteed' speeds and they are usually quoted as 'up to' figures. The current capacity is adequate for the current system and it is suggested that, as the IT installer can work around

the difficulties of the initial backups, that we wait and see how it works on a day-to-day basis before investigating further.

Cllr McGregor and the Council's IT consultant have discussed the appropriate levels and methods of backup proposed for the new installation. Cllr McGregor has advised that 4x3Tb would be acceptable as opposed to the 4x2Tb. This will increase the cost by £25

**Do members retrospectively agree this amount?**

Two chairs have been delivered to Doggetts Barn for staff to try out; members will recall having already agreed to the replacement of the chairs, a number of which date back to the 1970s. Needless to say with two options opinion is divided among the staff as to which they find the more comfortable. Fortunately there is very little price difference. Both chairs are suitable for commercial use.

The Century Operator Chair with arms is £110.50 and the everyday High Back Chair with contoured lumber support is £107.

**Do members agree to the current staff being able to choose which of the two options they prefer?**

**8.1.2 Open Spaces March 2015, Item 7.2 Groundstaff activity, Item 8. Open Spaces 10 Year Maintenance Plan**

The Committee wishes to recommend to Council that the current slitter be traded in and replaced by a Double Quick slitter/roller/brush at a net cost of £5,900 + VAT .

**Do members agreed to this purchase and wish to recommend this be itemized in the End of Year Allocation or do they wish to purchase it now from depreciation.**

The Committee recommends the appointment of Katheryn Winfield & Geoff Ward to produce the Open Spaces 10 year maintenance plan at a cost of £5,610.

**Do members agree to this being funded from the General Capital Reserves, which funded the initial 10 Year Building Plan?**

**8.2 Review of Standing Orders**

To accommodate the changes in legislation which allows the recording of meetings the Council amended its Standing Orders in October 2014. The current review has identified an anomaly to Section e of the item on draft minutes, which currently states that

Upon resolution which confirms the accuracy of the minutes of a meeting, the draft minutes *or recording of the meeting* for which approved minutes exist shall be destroyed.

**Do members agreed to the words in italics being removed.**

**8.3 Review of Terms of Reference**

The Terms of reference for the Council were implemented in May 2014. They appear to have worked well and have resulted in speeding up the decision making process for the revenue budgets, whilst Council retains the decision making responsibility for capital and exceptional expenditure. No requests were received to call in decisions of the Committees or sub committees so it does appear to have been a smooth transition. The 2014 Flood Review Task and Finish Group appear to have become inactive so should be disbanded.

The following changes are proposed to reflect changes in policy and one or two inconsistencies.

1. Finance Committee move Item 6, 'To review and update the Council's Governance Risk Assessment' to Council Terms of Reference.

2. Replace Finance Committee Item 6 with the wording 'To review the Council's Financial Risk Assessment'.
3. Finance Committee Item 15. Amend to read 'To negotiate Service Level Agreements with approved providers, *subject to agreement from Council to allocations exceeding £5,000*.
4. Finance Committee Item 16. Amend to read 'To allocate Grant Aid within the approved budget, *subject to agreement from Council to allocations exceeding £5,000*
5. Open Spaces item 1. Amend to read 'To provide and maintain to a high standard, cemeteries and a lawn of remembrance and to maintain the close churchyard and war memorial.
6. Open Spaces Item 11 Amend to read 'To develop and monitor the 10 year Open Spaces Maintenance Plan. Make budget recommendations to Council for *annual works proposed* and for any additional works required from the *appropriate* funds.
7. Open Spaces Item 15 remove surplus '*and*'
8. Personnel Committee add new item '*To review the Council's Personnel Risk Assessment*'.
9. Emergency Planning Committee Item 2 amend to read 'To monitor, update and maintain the Community Emergency Plan, *including Standing Risk Assessments*.
10. Street Lighting Task & Finish Group, change date of review from 2013 to **2015**
11. Emergency Plan Review Group, remove Item 3 'to work with the Flood Review Group to develop proposals to improve protection for homes and businesses in Edenbridge Parish for local and national consideration.

**Do members approve the proposed changes and do they have any other changes they wish to propose having worked under the new system for best part of the year?**

#### **8.4 Sevenoaks District Parish/Town Charter**

The Council has received a copy of the Sevenoaks District Parish/Town Charter. The Clerk was unaware of its development but it seems to have covered all the major interactions between us, with the exception of the Community Infrastructure Levy.

**Do members wish to accept the Charter and to recommend that a new undertaking to inform and discuss CIL is included?**

#### **8.5 Fly tipping**

Fly tipping continues to be an issue and the best efforts of the Community Warden in trying to get enforcement action taken is still proving fruitless. SDC now has the responsibility for enforcement in all areas except highways. Their current view is that names left in fly tipped rubbish is wholly insufficient to try to bring a prosecution and would also require witness statements and photographic evidence to be provided as well. They believe that the correct response is to quickly remove it. The Clerk took this issue up through the new dedicated Chief Officer, but unfortunately it seems that the possibility of prosecution on this particular incident of fly tipping at Spitals Cross is not possible.

In recent weeks there have been new incidents of fly tipping in Lydens Lane. These are on the road and verge so are the responsibility of Highways. One of these incidents has been reported to the police, due to the items found, and the other contained personal information that has been provided to Highways. It is hoped that they may be able to take enforcement action on one of these This hopefully could result in sending out a strong message and result in less fly tipping. Recently a fly tipper from Heathfield received a 20 week custodial sentence suspended for 12 months subject to attending 20 sessions on Community Integration and completing 150 hours of unpaid Community Work, so clearly enforcement is not an impossible aim.

**Do members wish to request the District and County members to continue to press on this issue within their authorities?**

#### **8.6 Local Government Ombudsman & Larger Parish Councils Consultation**

DCLG has issued a consultation on whether individuals should be able to refer larger Parish and Town Councils to the Local Government Ombudsman when they feel let down by that council's corporate governance. The consultation can be found at <https://www.gov.uk/government/consultations/extending-the-remit-of-the-local-government-ombudsman-to-larger-parish-and-town-councils> the deadline for responses is 30 June 2015.

The consultation sets out 5 questions as follows:

- Question 1 – Should the Local Government Ombudsman’s jurisdiction be extended to larger Parish and Town Councils?
- Question 2 – Should a large Parish or Town Council be defined by having a population the same as or greater than 35,000 people, or should the population threshold be set at a different limit?
- Question 3 – Should a larger Parish or Town Council be defined by having an annual precept of £1m or more?
- Question 4 – Should a larger Parish or Town Council be defined by both population and budget?
- Question 5 – Once subject to the Local Government Ombudsman’s jurisdiction, should the Parish or Town Council remain for a fixed period of time?

### **How do members wish to respond?**

#### **8.7 Public Consultation on Community Mental Health and Wellbeing Services**

This consultation is open to all and although they are keen to consult with a wide range of stakeholders the questions are worded in a way that does not lend itself easily to a group response. It is very straightforward and only has 5 or 6 questions. The questionnaire can be accessed by searching Community Mental Health and Wellbeing Consultation. The questions relate to who should receive service, where it should be provided and the scope of service provision.

**Do members wish to make personal responses or to appoint someone to do so on the Council’s behalf.**

#### **8.8 Clerks Conference, 17 June**

The Clerks Conference is taking place on Wednesday 17 June at Lenham Community Centre. It includes workshops for both new and experienced Clerks.

**Do members agree to the Clerk attending as part of her CPD at a cost of £72 + Vat**

#### **8.9 Flooding Correspondence Sir John Stanley**

Sir John Stanley has provided copies of his correspondence with the Environment Agency and Kent County Council Flood Risk Manager, copies attached.

#### **8.10 Parliament in the making**

To celebrate the 800<sup>th</sup> Anniversary of the signing of the Magna Carta the Government is keen that communities across the country should organize the local events to mark the anniversary. A copy of the letter from the Commons Chair for the Speakers’ Advisory Group for the 2015 Anniversaries is attached. It suggests a tea in the Mayors Parlor, in our case this could be a Chairman’s tea in Doggetts or Rickards, or a public debate. Other suggestions are available.

**Do members wish to host such an event, which could be used for the new Council to meet/consult with residents or to promote the Neighbourhood Plan.**

#### **8.11 Neighbourhood Plan Update**

The Edenbridge 2030 team is busy gathering information and evidence to support the policy areas identified in the community consultations during 2014. Local people said that any new development should suit the existing character of Edenbridge, and so the Steering Group has commissioned a Character Area Assessment, which will help provide supporting evidence for policy on future building design. The document will describe the key features and overall appearance of the different parts of a town, which contribute to what makes the place distinctive. When proposals come forward for new development planners can refer to the document describing the existing character.

The consultant has already planned a programme of activity and is inviting local people to help gather the information as below:

Intro Workshop: Tues 28 April, 7.00-9.00pm, at Rickards Hall  
Walkabout 1: Thurs 30 April, 11.00-12.30am, meet in Market Yard car park  
Walkabout 2: Wed 13 May, 11.00-12.30am, meet by the Leisure Centre  
Walkabout 3: Tues 19 May, 7.00- 8.30pm, meet outside the Eden Centre  
Walkabout 4: Thurs 21 May, 1.30-3.00pm, meet at top station  
Review workshop: Thurs 4 June, 7.30-9.00, at Rickards Hall  
The Housing Task Group is also progressing well with review and update of the existing Design Statement from 2000.

The Health, Learning and Wellbeing Group is preparing a Physical Asset Review as part of the evidence base for the Neighbourhood Plan (draft available from the office, or electronically). Currently there are quite a few blanks in terms of who owns, manages etc. these assets, so if anyone can help with answers, please can they advise the Deputy Clerk, likewise there may also be assets on this list which are no longer appropriate, and some which are missed completely.

The Economy Task Group has prepared a survey for local businesses to establish their views, which is available online through Survey Monkey as well as being circulated in hard copy.

The Steering Group is seeking more people to join the various Task Groups to continue with their specific pieces of work needed to support the emerging policies. These Groups are now meeting monthly at the same time in Rickards Hall to benefit from cross-referencing information and ideas. Next meeting is on Thursday (16<sup>th</sup> April).

K Staff

## **8.12 Star Councils 2015**

NALC believe that the Star Councils awards are set to be the biggest event in the local (parish and town) council calendar in 2015. They are the opportunity to recognise and celebrate the achievements of member councils and County Associations of Local Councils (CALCs) – both within and outside of the sector.

They intend to do this through the awards event itself in October 2015 but also through a multimedia marketing campaign, in the run up to and following the event. It is easy for the work of local councils, councillors and staff to be underappreciated, so we want to highlight and publicise the important role that local councils play - and the power and influence that they have on communities across the county. The awards are an opportunity to make sure your hard work is recognised and get your nominations in.

There are nine award categories:

- Young Councillor of the Year [Aged 18-30] (Sponsored by Vaughtons)
- Clerk of the Year (Sponsored by Vision ICT)
- Councillor of the Year
- Chair of the Year
- Council Worker of the Year
- Digital Communications of the Year
- CALC Outstanding Project of the Year
- Local Council Outstanding Project of the Year
- Council of the Year (Sponsored by Blachere Illuminations)

**Do members wish to make any nominations before the deadline of 30 June 2015.**

## **9. FOR INFORMATION**

### **9.1 Procedures for May Council meeting**

May is a difficult month for meetings with only two Mondays, this results in the Annual Council meeting taking place within a few days of the election. To ensure that the appropriate amount of notification is allowed as with the last election all candidates standing for election will be summonsed to attend the Council meeting, subject to them being elected to represent the electorate. SDC has advised that they don't expect the town and parish



results to be released until the evening of Friday 8 May. Although a number of decisions can be deferred from the Annual Town Meeting if Councillors require further time to consider them representation on Planning and Finance Committees will need to be decided as they meet the following week.

Clearly it is impossible to know the outcome of the Election but it is likely that there will be some new members. In light of this, the Clerk intends to host a small event to welcome old and new members to the Council between 3pm and 5pm on the afternoon of Monday 11 May. It will be a drop in event with tea and coffee and will be an opportunity for elected members meet to and to confirm on which committees and organisations they wish to represent the Council. There will be an opportunity to ask questions on how the Council works and to sign the Acceptance of Office forms and to collect the declaration of interests form. It will also be an opportunity to confirm by which methods members wish to receive their papers. An invitation to this event will be sent with the Agenda.

## **9.2 Edenbridge Fire and Rescue Recruitment Update**

The latest information from combining the two information evenings and the trickle of additional applications forms, 13 people submitted applications. Out of that 13:-

- 2 have withdrawn
- 1 failed to turn up to written tests
- 1 failed written tests
- 5 have passed every stage up to and including role related test and we scheduled to be interviewed across 18<sup>th</sup>/19<sup>th</sup> March
- 4 have passed interviews – (out of which 2 are London firefighters). We are awaiting some post interview final checks, with medicals booked in for the 7<sup>th</sup> April.

They are working towards a May induction and June recruit course. And they have contacted all those who have attended the information evenings and have chosen not to apply in order to obtain feedback so they may further improve the recruitment process

## **9.3 New Chief Inspector of Policing Sevenoaks**

Formal notification of the appointment of CI Roscoe Walford has been received.

## **9.4 ETC Response to Updated River Basin Management Plans,**

Copy available at Doggetts Barn

## **9.5 Kent Healthy Business Awards**

Details of the scheme attached.

## **10. PRESS RELEASE**

Are there any item that the Council wishes to issue a press release on?

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

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Present: Cllrs T Bryant, R Davison, A Layland, M V McArthur, V Maynard, R Orridge (Chairman), C Pearman and S McGregor (Vice Chairman).

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

*Prior to the start of the meeting the Community Warden, Rose Briggs, gave a presentation on the Edenbridge Speedwatch Scheme. It has been successful in adding names to the regional data base, which has resulted in eight advisory letters being sent to drivers exceeding the limits. Rose explained that more volunteers were needed to help the scheme grow and that having their own board would have some advantages.*

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs Mrs J Davison (prior engagement), M Robson (unwell) and J Scholey (holiday). Cllrs J Chappell, V King and J Woollorton were absent.

**2. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

*Cllrs 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.*

*The meeting was closed*

**3. PUBLIC QUESTIONS AND STATEMENTS**

One resident spoke on behalf of those living close to the proposed redevelopment site at Barn Cottage, Crouch House Road, application SE/15/00454/FUL, reiterating the previous concerns raised as the new plans are only minimally lower than the previous ones and the other issues have not been addressed. Members were asked to continue to oppose this inappropriate application.

*The meeting was reopened*

**4. TO CONFIRM THE MINUTES OF MEETING HELD ON 9 FEBRUARY 2015**

Resolved: that the minutes of the Council meeting held on Monday 9 February 2015 be duly signed by the Chairman as a true and accurate record of the meeting.

Cllr Clive Pearman requested that the emphasis be placed on the Open Spaces Committee to invite the young people to join a working group, rather than them being expected to approach it.

**5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA - none**

**6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS**

Infill of window to north elevation and installation of a wood burning stove flue, sliding folding doors to east elevation replacing existing window. **The Oast Delaware Farm Hever Road Edenbridge Kent TN8 7LD Ref. No: 15/00534/LBCALT**

*Members support this application*

Infill of window to north elevation and installation of a wood burning stove flue, sliding folding doors to east elevation replacing existing window. **The Oast Delaware Farm Hever Road Edenbridge KENT TN8 7LD** Ref. No: 15/00533/HOUSE

*Members support this application*

Demolition of internal walls that currently separate the existing kitchen from the breakfast room. **Edenbridge House Main Road Edenbridge Kent TN8 6SJ** Ref. No: 15/00514/LBCALT

*Members support this application*

Conversion of garage to habitable space. Porch side addition. Rear dormer extension. Removal of chimney. **21 Grange Close Edenbridge KENT TN8 5LT** Ref. No: 15/00477/HOUSE

*Members support this application*

Installation of 3 conservation pattern rooflight in rear facing roof. **Stanfords End Farm Hartfield Road Edenbridge KENT TN8 5NF** Ref. No: 15/00479/ LBCALT

*Members support this application*

Demolition of existing house, garage & outbuilding and erection of two 3 bedroom detached houses. **Barn Cottage Crouch House Road Edenbridge Kent TN8 5ED** 15/00454/HOUSE

*Members object to this application which is only marginally lower in height than the previous application, Members' previous objections remain. The development is bulky and out of keeping with the surrounding properties and is detrimental to the street scene. The size and bulk is overbearing and will cause overlooking, overshadowing and loss of light to properties on Crouch House Road and Manor House Gardens.*

*Members found it difficult to distinguish the facts contained in the Flood Alleviation Report from the extensive text and request that the content is checked by an expert at District Council. This is particularly important as there have been recent flooding events on both 24 December 2013 and 14 February 2014. The additional hard surfacing is a concern.*

*Members also wish Kent Highways to assess the road movements carefully as the site is on a bend.*

*Even with the minor height reduction and removal of the hipped roofs, the application is unacceptable and the members reiterate their strong objection to it.*

Erection of 3 no. 2 bedroom terraced cottages with individual and communal integral internal and external amenity space and dedicated parking, on the land at the rear of No. 11 High Street. Land At The Rear Of Fox & Manwaring **11 High Street Edenbridge Kent TN8 5AB** Ref. No: 15/00326/ LBCALT

*Members object to this application which is damaging to the Conservation Area. It is out of keeping and inappropriate development in the curtilage of a building of local architectural importance at 11 High Street. The addition of some limited parking is welcomed but the access onto the High Street is of concern.*

Erection of a side and rear extension. **13 Penlee Close Edenbridge KENT TN8 5NA** Ref. No: 15/00053/HOUSE

*Members support this application*

Crown reduction to 1 Faux Acacia/Robina tree. (CA) **2 Church Street Edenbridge KENT TN8 5BD** Ref. No: 15/00614/WTCA

*Noted*

The 3 trees have grown to tall and I would like to cut them down and be replaced with other shrubs and hedging. **Eden Cottage Mill Hill Edenbridge Kent TN8 5BU** Ref. No: 15/00469/WTCA

*Noted*

Reduce Height by 4m to three Sycamore trees (CA), **15 High Street Edenbridge. SE/15/00647/WTCA**

*Noted*

## **7. TO ADOPT THE FOLLOWING REPORTS**

### **7.1 Emergency Planning Committee, 2 February**

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

### **7.2 Planning and Transportation, 23 February**

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

### **7.3 Finance Committee, 23 February**

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

### **7.4 County Councillor's Report February - noted**

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

#### **7.5.1 Eden Valley Chamber of Commerce meeting, 3 February - noted**

#### **7.5.2 Clerk's Reports - noted**

## **8. OTHER BUSINESS**

### **8.1 Items referred from Committees for decision**

#### **8.1.1 Office reconfiguration**

Members were advised that the dates had been agreed for the installation of the ring main, data cabling and IT at Doggetts Barn, being 9-15 April. Rickards Hall is available at this time if needed. It will not be possible to have a full range of services during this period.

The plans and specification for the walls required for Doggetts Barn have still not been drafted. Once they have been received, advice will be taken from the Conservation Officer as to whether planning permission is required. Once the specifications are known, it will be possible to obtain quotes and get this side of the project moving. Due to this delay it will not be possible to carry out the building works at the same time as the electrical/IT works. This will probably look fairly untidy for a while but will ensure that the vital computer system can be operated.

Kent County Furniture Supplies have visited Doggetts Barn and given advice on possible furniture and fittings for the Information Area. They are also in the process of providing some chairs for testing. To create the meet and greet area in the space available, a bespoke counter will be needed, with a half-height door attached. Plans are being drawn up for this by a contractor recommended by KCS.

The fee will entail moving the safe, the data safe, and the map draws, in addition to a number of large desks and filing cabinets.

Resolved: to appoint local firm Chatfields to move the heavy items at a cost of £795 + Vat.

Resolved: to delegate powers to the Finance Committee to ensure that works relating to this project can go ahead at the earliest opportunity.

### **8.1.2 Review of Financial Regulations Feb Finance 6.2**

Following February's Finance Committee meeting it has come to light that this section of the Financial Regulations, relating to contracts, was not in line with members' previous recommendations.

Resolved: that the Finance Officer and Cllr J Scholey should agree the wording to reflect the members original intentions and they be added to the approved document.

#### **Item 11.1.h**

When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 estimates (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

### **8.2 Review of Byelaws**

The Council's byelaws have been unamended since their adoption in 2003. A full review has been carried out and three new ones identified for inclusion. They relate to interference with life-saving equipment, flying of kites and use of metal detectors, a further amendment could be requested to remove Church Street Playground and Wellingtonia Way from the schedules of locations.

Resolved: not to start the process of requesting all or any of the proposed changes, due to the time the revision would take and the likelihood of then being used.

### **8.3 Review of Hiring Agreements**

Resolved: to approve the two minor amendments proposed to the Hiring Agreement to highlight the requirements, in some cases, for a music licence and to clarify the position on smoking.

The Council had been advised that, following a recent meeting with the Chairman and Clerk, the Pre-school had withdrawn its objection to the increase in the rate for Rickards Hall for 2015/16 and have a requested a further meeting in May to discuss the 2016/17 increase.

Resolved: to arrange a meeting with the Pre-school following the election.

### **8.4 Annual Review of Internal Audit**

A copy of the report from the Internal Audit Review Group had been circulated.

Resolved: that in light of the items identified for actions, immediately after the 2015 Election, a date be programmed in for an additional meeting of the Internal Audit Review Group at the earliest convenience of the members appointed to the group following the Election.

### **8.5 Risk Assessment**

A copy of the draft Risk Assessment documentation had been circulated. Cllrs Alan Layland and Trevor Bryant had checked the extensive documents and had approved the content and the methodology used to create it. It was

Resolved: to adopt it with immediate effect and for Cllrs Layland and Bryant to submit further minor amendments shortly.

The Chairman thanked Cllrs Layland and Bryant for the work they had done.

### **8.6 Community Infrastructure Levy**

The new levy is now being applied and any funding due to Edenbridge Town Council will be transferred twice a year to the Town Council for dispersal. Members considered how it wished to handle requests and allocation of funds.

Resolved: to establish a working group and to source training for members appointed to ensure good governance of funds received and disbursed.

### **8.7 Police Issues**

The number of PSCOs in the district has been reduced by three. This has resulted in a reduction to the number allocated to Edenbridge. PSCO Anne Kingscott is no longer covering Edenbridge town and now has a remit to cover the villages and rural areas. PCSO Lorny Booth was covering the entire town.

### **8.8 Summer Play Scheme Revised Funding and Dates**

At the last Council meeting members approved £1,500 worth of funding towards the summer play scheme in line with the budgeted figure. The actual figure has come in at £24 more.

Resolved: take the additional funds from Contingencies.

### **8.9 Flood Alleviation Works**

Members noted the letter which Sir John Stanley had received from Andrew Peace, Area Manager Environment Agency, detailing how they intend to spend the £110,000 on works to improve the embankments on both sides of the River Eden. It also contained possible future proposals for increasing the flow through the river bridge.

Resolved: to restate the Council's position, that it would not be able to make a decision on changes to the Great Stone Bridge until the outcome of the modelling downstream was available to ascertain the impact of it in relation to the other bridges that may also impede the flow. Should funding become available, or remedial works be required by KCC to the bridge, the matter would be considered on its merits at that time.

### **8.10 SDC Voluntary and Community Organisations - Unsung Heroes**

SDC Community Safety Unit and the voluntary and community sector are working together to give awards to 'Unsung Heroes in the Community'.

Resolved: that members should advise the Clerk of groups and individuals that they would like nominated, detailing under which of the eight categories they should be rewarded and with a brief resume of the reason for the nomination.

### **8.11 Defibrillator and Everyday First Aid Training**

The Clerk has asked PS Mark Berrisford to chase up the decision on locating the defibrillator at the police station, a decision has been awaited for many months and Chief Inspector Cooke has now moved on.

Resolved: to set a short deadline for a response from the Police and to open discussions with Waitrose and the Post Office Sorting Office if no response is received.

No members wished to attend the free training sessions planned at SDC.

### **8.12 Neighbourhood Plan Update**

Resolved: to accept the budget proposed by the Neighbourhood Plan Group for the £10,000 that Council has earmarked for them.

Co-ordination support up to six hours (one day) per week to end of August '15 (26 wks) possible max (but unlikely to reach this)	4,368
Laptop and memory stick/discs, security package, extended warranty	500

- 8104-

Occasional room hire, external venues	300
Commissioning of Technical Reports eg. Character Area Assessment, Housing Needs Assessment	2,250 1,080
Contingency	<u>1,502</u>
	<b>£10,000</b>

The update on recent activities of the Neighbourhood Plan Group was noted.

### **8.13 Kent Adult Education**

Resolved: to suggest to Kent Adult Education that they approach the Eden Centre about using the facilities there.

### **8.14 Purchase Speedwatch Board**

Members considered the request from the Annual Town Meeting to purchase its own Speedwatch equipment, to enable more regular checks to be carried out locally.

Resolved: not to purchase a board at this time, but to monitor the situation and if a large number of volunteers sign up, or boards from the District Council become difficult to book, to reconsider this decision at then.

### **8.15 New Councillor Training**

Resolved: to book 6 places on the new Councillor Training taking place at the Council Chamber at Sevenoaks Town Council, at 7pm on Tuesday 2 June. Places to be allocated after the election.

## **9. FOR INFORMATION**

### **9.1 Essential sewer repairs - High Street**

The major works to repair the collapsed sewer at Frantfield have been completed and the High Street reopened. Kent Highways had taken advantage of the closure and carried out a number of repair/resurfacing tasks during the period.

### **9.2 Election Forms and Timetable**

Copies of the Parish Council nomination forms are available from the Clerk or from the Monitoring Officer at SDC. The last time for delivery of papers is 4.00pm on Thursday 9 April by a person to the District Council Offices. A copy of the election timetable was circulated.

### **9.3 Wildlife in Edenbridge**

Members were advised that the latest copy of Wildlife in Edenbridge 2014 is available at Doggetts Barn.

*The meeting ended at 9.50pm*

## **Edenbridge Town Meeting 2015**

*Prior to the start of formal business residents had the opportunity to view displays by groups and organisations who received grants from the Council last year and by the Neighbourhood Planning Group.*

The Annual Town Meeting was held on Monday 2 March 2015 at 8pm in the Women's Institute Hall, by kind permission of the Management Committee. The Chair was taken by Cllr R Orridge, Chairman of the Town Council. There were 41 members of the public present, 10 Town Councillors (including 4 District Council), 4 Town Council Officers, and 7 invited guests. One representative of the press was present

### **1. The Chairman's Welcome**

The Chairman welcomed Cllr Clive Pearman (County Councillor), Cllr Mrs Jill Davison (Chairman, Sevenoaks District Council), Police Sergeant Mark Beresford (Kent Police), PCSO Lorny Booth (Kent Police), Dr Pav Ramewal (Chief Executive, Sevenoaks District Council), Adrian Rowbotham (Chief Financial Officer, Sevenoaks District Council) and Annette Hards (Chairman of Edenbridge Neighbourhood Plan Group). Apologies were received in advance from: Cllr John Hodson (Hever Parish Council), Cllr Alan Wesley (Westerham Town Council), Chief Inspector Tim Cook (Kent Police) and Cllrs Stuart McGregor, Vernon King, Vince Maynard and Joseph Woollorton (ETC). The Community Warden, Rose Briggs, also sent her apologies.

### **2. The minutes of the 2014 meeting were signed as a correct record**

The minutes of the Annual Town Meeting, held on 17 March 2014, at 8pm in the Women's Institute Hall, were signed by the Chairman in accordance with Standing Orders, having been available on deposit in the Library and on the website.

### **3. Chairman's Annual Report for 2014/2015**

The Chairman presented his Annual Report (copy attached) which had been circulated throughout the town.

Two questions were raised from the floor, the first on the recent reduction in bus services and the second expressing strong concerns over the proposed development of 300 new homes off Enterprise Way and St Johns Way. Both topics were to be covered later in the meeting by the County and District Council representatives and would be discussed then.

### **4. Neighbourhood Planning**

Annette Hards, Chairman of Neighbourhood Planning Group, explained how she had become involved in the development of the plan initially as the Sustainable Edenbridge representative and subsequently being elected as the group's Chairman. She explained that, once completed, the plan will be adopted as Planning Policy and will be used to shape development in the town until 2030. They were currently half way through the process. A hand-out (attached) outlining the actions taken so far to consult with the residents, to identify the key objectives, was circulated. Small groups are now meeting to undertake the interesting task of gathering evidence to support the objectives. The groups are Housing, Local Economy, Infrastructure, Environment and Health, Learning and Well-being. Residents were encouraged to join the groups and help develop the plan. The group will be commissioning a Housing Needs Assessment, carrying out a Business Survey and updating the Design Statement.

### **5. Comments on behalf of Sevenoaks District Council**

Cllr Mrs Jill Davison, Chairman of Sevenoaks District Council, picked up the challenging topics of the release of the Reserved Land and the allocation of travellers sites. She directly addressed the question of why development was taking place in Edenbridge and explained that it was not 'just' Edenbridge. The Inspector had also required the release of land in Swanley and at the Fort Halstead site. Refusal to accept these releases would have resulted in the rejection of the whole of the Land Allocation DPD and put the protections provided by the Local Plan at risk.

A site on the outskirts of Sevenoaks is currently being considered to help meet the shortfall in places for gypsy and traveller accommodation, along with a small increase in the number of pitches at Edenbridge.



She then introduced the Chief Executive Officer, Dr Pav Ramewal, who expressed how impressed he had been by the strength of community feeling there was in the town, that as had been clearly demonstrated by the excellent displays by the groups and organisations present.

He explained the challenge the District was facing for the first time with three elections on the same day, Parliament, District and Town, on 7 May. It was anticipated that the town results would not be declared until 8-9pm on Friday 8 May. A seminar for prospective district councillors was taking place on Friday 8 March and Residents were reminded that individual registration had now replaced family registration and the importance of making sure you are on the list.

The difficult financial period continues but the District was on target with its 10 year plan and had achieved reductions of 1 million year-on-year over the last few years. To keep ahead of the cuts, a new strategy of buying and building assets was underway to cover the expected further cuts in Government grants.

A new website, with the capacity to deliver more services is due to come on board in September, and the online energy comparison site was helping businesses save £100 of pounds.

At a recent meeting of Chief Executives the work of Edenbridge Emergency Planning Group was held to be a beacon of good practice and an exemplar that other towns and villages hope to emulate.

The District Council had been pleased to be able to assist with the work on the Leisure Centre roof and was looking for funding for the all-weather pitch, in addition to providing support to the Neighbourhood Plan Group.

Dr Ramewal had taken on board the need for better co-ordination between the various parties when dealing with fly tipping and the need to improve enforcement, and stated that he would take this back to see what more might be done.

In conclusion, he expressed concern over the challenges presented by the reduced contribution from developers and changes in planning legislation which are affecting a number of areas, most particularly loss of employment land due to permitted changes from office to residential use.

Three questions were posed from the floor:

Dr Ramewal was asked to explain the partnership working the District Council was now involved in to save money. He responded saying that 'Collection of Council Tax is now jointly with Dartford and Licencing is combined with Tunbridge Wells and Maidstone, making a significant cost saving'.

The second question asked what happens to developers' contributions? The response explained that no contributions were required for affordable housing and developers were becoming more practiced at making a case to reduce payments, claiming paying the contribution made the development unviable.

Asked for clarification on what was included in the 40% requirement, he answered that it included affordable and social housing.

## **6. Comments by Cllr Clive Pearman on behalf of Kent County Council**

Cllr Clive Pearman presented a spirited version of his annual report, copy attached, and picked up on the earlier question over the reduction in bus services which has created difficulty to residents. The reduction in the service around 3pm which is now 'schools only' and the loss of the service back from Tunbridge Wells at lunchtime having being highlighted as of great concern. Difficulties in locating the right stop at Tunbridge Wells, or even which side of the road the bus leaves from, were also raised. Cllr Pearman informed the meeting that he was already aware of the issues and had organised a meeting about it, which was taking place shortly. He would personally take this matter up and report back the outcome.

He also responded to a question over the possibility of getting a speed reduction on Crouch House Road, as the possibility of a footpath to St Brelades was proving difficult. He suggested that a request be made to the Town Council so the matter could be looked into.

## **7. Comments by a representative of the Police**

Police Sergeant Mark Beresford from the Community Safety Unit at Sevenoaks explained that he was in charge of the PCSOs. He informed the meeting that three PCSOs had recently been accepted for training as Police Officers and that due to budget constraints they were not being replaced. This has resulted in a change for Edenbridge, with the number of PCSOs being cut to one. The meeting wanted to express its appreciation of the excellent work carried out by PCSO Anne Kingscott who has now been moved to the rural and villages patch. Sgt Beresford explained that the remaining Officer, Lorny Booth along with the other PCSOs now had greater powers and he was sure that she would continue the good work she and Anne had already started. The role of partnership working remained crucial.

He answered a question as to why the mobile police station came to Edenbridge when we have a police office. Sgt Beresford explained that this was a provision from the District Crime Commissioner and the van was parked at Champions Service Station as this was an identified area of higher crime. The practice if no residents came to speak with the appointed office was that a foot patrol would take place.

Charles Laver from the Bonfire Society wished to express his thanks to the Police for the excellent support given to for the 2014 firework event.

PCSO Lorny Booth was then introduced. She explained that she had been in Edenbridge since May and was enjoying working in partnership with the Community Warden, the Housing Associations and SDC.

The crime levels in Edenbridge are extremely low, with just 6 burglaries reported since she arrived. However she had been involved in addressing incidents of repeat offenders targeting individuals with abusive behaviour. Other areas which had received positive feedback have been work with victims of crime and giving security advice to residents living close to scenes of burglary, in an attempt to reduce similar crimes.

The graffiti data base has been reactivated, storing tags for the district. The police are to follow up the good work by the local Speedwatch team and will be targeting Mill Hill to take action on speeding drivers. She finished her update highlighting the ongoing parking issues that still remain in the High Street and outside the Primary School.

The Chairman opened the meeting to questions.

The Clerk asked for clarification from the Police, County and District Councillors on systems of reporting fly tipping. It was confirmed that incidents on roads should be reported to Highways and other incidents to the District Council. The need for strong enforcement was agreed by all parties.

The Chairman encouraged enforcement on parking issues and a question was asked on how often the wardens came to town. Reassurances that regular visits were made were given.

A request for the Town Council to purchase its own Speedwatch board was raised. The cost was thought to be £2,000 plus and the Town Council will look into this option.

The final question was for the Council's view on the Environment Agency plans to alter/replace the old stone bridge to increase the flow. The Chairman responded with his personal view that no funds are currently available, but he would not object to plans to widen the bridge if the case was established for it.

Cllr Clive Pearman asked to speak again, and gave details of a local event to thank Sir John Stanley for his tireless work for the residents at a dinner being organised locally.

The meeting finished at 9.52pm.

**Minutes of the PERSONNEL COMMITTEE of Edenbridge Town Council held at Doggetts Barn on Monday 23 March 2015 at 9.15am**

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Present: Cllrs A Layland, M McArthur, S McGregor (ex officio), J Scholey

In attendance: no officers, press or public were present

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received accepted and noted from Cllrs R Orridge (unwell), and J Woollorton (work commitment).

**2. DECLARATIONS OF INTEREST, INCLUDING ANY AMENDMENTS TO THE REGISTER**

No declarations of interests were made.

**3. TO CONFIRM THE MINUTES OF THE COMMITTEE MEETING HELD ON 9 October 2014**

Resolved: that the minutes of the Personnel Committee meeting held on 9 October 2014 be duly signed as a true and accurate record of the meeting.

**4. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE - none**

*In view of the confidential nature of the following items to be discussed the Chairman moved that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960*

**5. DISCUSSION OF PERSONNEL ISSUES**

**5.1 Staff matters**

Members were updated on staffing issues and were advised that the Council insurers had closed the file on the industrial injury claim, as nothing further had been heard.

Further questions have been submitted to the Occupational Health Assessor with regard to the member of staff on long term sick and further answers were awaited. The Councils HR advisors recommended that a further assessment should be carried out in May. It is still proving extremely difficult to get a clear picture of the situation.

Resolved: to accept the advice offered by Ellis Whittam, and defer any decision regarding the Deputy Head Groundsman until after the next 3 month reassessment in May.

Changes to the office staff work load last year proved very successful and it is recommended they are continued

Resolved: that following the next election, if re-elected, Cllrs M V McArthur and A Layland should assist in revising the job descriptions of the Deputy Clerk and Tourism Officer.

**5.2 Review of Medical Health Insurance and arrangements**

Resolved: to continue to offer the existing Medical Health Insurance scheme and to invite the eligible new member at the costs outlined. It was also agreed that, after the election, Council should undertake a review of the medical health insurance schemes available in the market.

### 5.3 Pension issues including Contributions/Policies

Members noted that the new Kent Pension Career Average Scheme was running smoothly. The rates for 2015/16 were presented for approval.

#### Proposed Pension Banding April 2015

Post	2015		2015		Contractua 1 Overtime	Pensionable Earnings	Band Range 2013/2014	Contribution Rates	Bar £
	Actual Pay	London weighting	Medical Health						
JD11TC	42,053	573	1,188.22			43,814	43,501 - 60,700	8.5%	
JD12FO (21)	13,450	325	770.84			14,546	13,601 - 21,200	5.8%	
JD13DC	26,293	573	1,188.22			28,054	21,201 - 34,400	6.5%	
JD14TO	21,530	573	1,416.13			23,519	21,201 - 34,400	6.5%	
JD21HG	21,530	573	539.67			22,642	21,201 - 34,400	6.5%	
JD25DHG	17,714	573	1,416.13			19,703	13,601 - 21,200	5.8%	
JD23SGM	16,969	573				17,542	13,601 - 21,200	5.8%	
JD24GM	15,941	573	308.05			16,822	13,601 - 21,200	5.8%	
JD41CW (22)	10,532	340				10,872	Up to £13,600	5.5%	
JD/42BM (15)	7,181	232				7,413	Up to £13,600	5.5%	

#### Estimates

Resolved: to note that the Town Council's contribution to the KCC Pension Scheme remains at 22%, and agreed the table of KCC Pension Fund contribution rates bandings which should be applied for the year commencing 1 April 2015.

Following the implementation of the new pension scheme, revised pension policy statements were approved by Council at its meeting on 7 July 2014. No further changes were proposed at this time.

### 5.4 Equalities Policy Review

Members did not recommend any changes to the Council's Equalities Policy.

### 5.5 Health & Safety

Resolved: members noted the Health & Safety report and queried the necessity to quote statistics to 5 decimal places.

### 5.6 Pay rises, job descriptions and job evaluations

The pay award agreed for Jan 2015-March 2016 had been implemented. One member of staff is eligible for consideration for triennial increases within the next financial year. These are awarded after 3 complete years in a grade, subject to satisfactory service (to a maximum of three increments.) It is anticipated that this will be awarded.

Resolved: that the Clerk should use her discretion in awarding triennial salary increases in-line with Council policy.

The meeting closed at 9.45am

**Minutes of a meeting of the PLANNING & TRANSPORTATION COMMITTEE held in Rickards Hall on Monday 23 March 2015 at 8pm**

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Present: Cllrs T Bryant, R Davison, A Layland, V Maynard, S McGregor (Vice Chairman), R Orridge (Chairman), J Scholey.

In attendance: Cllr C Pearman, Daphne Slater (Finance Officer), Lindsey Eaton (Admin Officer). One member of the public was present, but no members of the press.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs Mrs J Davison (prior engagement) and M Robson (unwell). Cllrs J Chappell and V King were absent.

**2. DECLARATION OF INTERESTS OR PREDETERMINATION, including interests not already registered – none**

*Cllrs R Davison, R Orridge and J Scholey wish 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.*

*The meeting was closed*

**3. PUBLIC QUESTIONS AND STATEMENTS – none**

*The meeting was reopened*

**4. TO RECEIVE AND SIGN THE MINUTES OF THE PLANNING & TRANSPORTATION COMMITTEE held on Monday 23 February 2015**

Resolved: that the minutes be signed by the Committee Chairman as a true and accurate record of the meeting.

**5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE, FOR REPORT ONLY – none**

**6. PLANNING APPLICATIONS TO BE CONSIDERED**

Single storey extension to rear incorporating existing utility room. Alteration of fenestration and installation of two roof lanterns. **Harden Folly 16 Highfields Road Edenbridge Kent TN8 6JN** Ref. No: 15/00710/HOUSE

*Members support this application.*

Demolition of existing garden sheds. Erection of a new garden shed, new summer house and proposed new blocked paved drive. Removal of hedge to south elevation and replacement with fencing. **Rose Cottage 5 Greybury Lane Marsh Green KENT TN8 5QP** Ref. No: 15/00627/LBCALT

*Members request that the Officer looks very closely at the 50% rule.*

Demolition of existing garden sheds. Erection of a new garden shed, new summer house and proposed new blocked paved drive. Removal of hedge to south elevation and replacement with fencing. **Rose Cottage 5 Greybury Lane Marsh Green KENT TN8 5QP** Ref. No: 15/00626/HOUSE

*Members wish for permeable material for the drive because of the flood risk in the area.*

Replace existing windows and brickwork with roller shutters/doors (part retrospective). **Unit H2 Commerce Way Edenbridge Kent TN8 6ED** Ref. No: 15/00495/FUL

*Members support this application.*

Redevelopment of site comprising of the demolition of existing vacant industrial building and the erection of 37 affordable residential units, 55 car parking spaces, associated highways and landscaping works. **Westerham House Fircroft Way Edenbridge KENT TN8 6EL** Ref. No: 15/00376/FUL

*Members object strongly for the following reasons.*

1. *SP8 of core strategy, as further confirmed with ADMP, allocated the land for employment.*
2. *SP3 of core strategy favours mixed housing development. Affordable, social and market value housing should be mixed to enhance social interaction – this plan is a social housing ghetto in an unattractive location behind industrial buildings.*
3. *Because the plan is proposed for social housing, there would be no contribution to CIL but stress would be put on schools, doctors, emergency services, etc.*
4. *Housing is not of high quality design.*
5. *Overdevelopment.*
6. *Issues with access on to the highway.*
7. *Industrial noise pollution for potential residents – environmental health.*
8. *Members suspect that the police will raise an objection because the developer does not appear to have included crime prevention in the design.*

Conversion of garage, storage and car port into living accommodation. **Springrove Crouch House Road Edenbridge Kent TN8 5EJ** Ref. No: 15/00426/HOUSE

*Members object. There is insufficient parking for household vehicles. If approved, it must be subservient to the main house.*

New crossover and dropped kerb to Lydens Lane. **Farm Lodge Lydens Lane Hever Kent TN8 7EP** Ref. No: 15/00639/LDCPR

*No comment.*

Details pursuant to condition 3 part i (code for sustainable homes) of SE/13/03048/FUL. **Glencairn 77 Lingfield Road Edenbridge KENT TN8 5DX** Ref. No: 15/00596/DETAIL

*No comment.*

7. **SDC PLANNING DECISIONS** – noted

8. **PLANNING BUSINESS**

**8.1 Planning Inspectorate – appeal decision APP/G2245/D/14/2229812**

Erection of a fence (painted white) in the front garden of the property (Retrospective). **7 Hunters Way Edenbridge Kent TN8 6GB** Ref. No: 14/02883/HOUSE

It was noted that the appeal against SDC's refusal had been allowed.

**8.2 Withdrawn and invalid plans** – noted

**8.3 Land north of railway line and west of St John's Way, Edenbridge** – no updates

**8.4 Affordable housing projects**

SDC had confirmed another change to the Government's rules on affordable housing, putting at risk local initiatives that have helped people get onto the housing ladder.

**8.5 Allocations and Development Management Plan**

The adopted version of the Allocations and Development Management Plan and the Green Belt SPD had now been published on SDC's website. A hard copy is expected in the Town Council office soon.

**9. TRANSPORT BUSINESS**

**9.1 Road issues**

**9.1.1 TRO 2013 Amendment 2 – consultation responses re parking restrictions**

Members were pleased to learn that, at the recent JTBA meeting, the proposed changes to the parking regulations and single/double yellow lines at both ends of the town were agreed in line with the Town Council's recommendations.

**9.1.2 Speed restrictions Crouch House Road**

A request for speed restrictions in Crouch House Road was made at the Annual Town Meeting, and the Community Warden recently carried out a speed check for the road which showed there was a problem. Members

Resolved: this was an enforcement issue, within the existing speed limits, for the police.

**9.1.3 Blocked storm water gullies update**

Cllr M V McArthur was still awaiting an update from Kent Highways, in particular regarding the collapsed drain under Lingfield Road.

**9.1.4 Bus timetable update by Cllr C Peaman**

As the timetable was unsustainable in its previous form, discussions had been held with Metrobus about how to alter the timetable as little as possible, but still make the services more sustainable for the longer term. Most of the changes were small with little effect on the travelling public, although some evening peak services had been amalgamated. The new timetable will continue.

Members were delighted that County Councillor Pearman had been elected as Deputy Portfolio Holder for Environment and Highways. This appointment will result in him representing KCC on GATCOM.

**9.1.5 Parish drainage maps**

The parish drainage maps had not yet arrived.

**9.1.6 Signage for Market Yard car park**

Signage for the Market Yard car park was still being investigated.

**9.1.7 Road closures – noted**

**9.2 Rail issues – none**

**9.3 Aviation issues**

**9.3.1 Aviation sub-group update**

Cllr C Pearman gave a verbal report on Monday evening of what transpired at the recent HWCAAG meeting. Cllr V King's written update was noted.

**9.3.2 Judicial Review and High Weald Councils Aviation Action Group**

A letter from the HWCAAG, supporting the actions of Gatwick Obviously Not in seeking a Judicial Review of the CAA decision not to consult on the airspace change that took place, was noted.

**9.3.3 Correspondence from Sir John Stanley MP**

Correspondence from Sir John dated 23 February, with a letter from Dr John Godfrey about requests for membership of GATCOM, and a statement of intent prepared for members of GATCOM by Gatwick Airport with respect to their relations with their neighbours, was noted.

**9.3.4 Acknowledgement from Gatwick Airport**

Stewart Wingate, Gatwick Airport, had acknowledged receipt of the Town Council's response to the London Airspace Consultation.

**9.4 Highways report – latest Highways report to be emailed to members after the meeting.**

**10. PRESS RELEASE – there were no items on the agenda for which members wanted to issue a press release.**

The meeting closed at 8.50pm.

**Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on 23 March at 8.53pm**

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Present: Cllrs T Bryant, R Davison, S McGregor (Vice-chairman), R Orridge (Chairman) and J Scholey.

In attendance: Lindsey Eaton (Admin Officer) and Daphne Slater (Finance Officer). No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Cllrs Mrs J Davison (prior engagement), M Robson (unwell). Cllr J Chappell was absent.

**2. DECLARATIONS OF INTEREST**

None

**3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 23 FEBRUARY 2015**

Resolved: that the minutes of the Finance Committee meeting held on 23 February 2015 be signed by the Committee Chairman as a true and accurate record of the meeting.

**4. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**

**4.1 Edge Design's Seminar**

Members noted that Edge Designs had held an end of year Finance seminar in Doggetts Barn on Thursday 19 March. The Council was offered two free places for providing the venue but only the RFO was able to attend on the day.

**5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

Members noted in detail the income and expenditure transactions for the month and

Resolved: that Cllrs R Orridge and S McGregor should sign the Financial Statement for the end of February confirming the analysis of receipts and payments, paid expenditure transactions, and authorising the payments of unpaid expenditure transactions. To approve the financial comparisons and to accept the transfers into and out of reserve accounts.



## **5.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out: Nil

### **Revenue Reserves**

Transfer In: Nil

Transfer Out: Nil

## **5.7 Paragraphs 5.1 to 5.6 approved by resolution of the Council:**

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## **5.8 Invoices outstanding for more than 3months**

**None**

## **6. FINANCE BUSINESS**

### **6.1 Review of Annual Agreements Schedule**

Members were advised that during the year the Council had changed supplier for the streetlights, renewed the photo copier contract to a more efficient model costing less per quarter, and updated the fire alarm system reducing the need for a separate phone line for this purpose. The ground staff mobile tariff was currently being reduced. A copy of the Schedule of Annual Agreements held by the Council had been circulated to members. Members

Resolved: to approve the review of the Annual Agreements Schedule and did not suggest any agreements be prioritized for review.

### **6.2 Lloyds Fixed Term Deposits**

Members noted that the Council had two fixed term deposits due to mature on 8 and 13 of April, both for £150,000, and the first half of the precept (£225,503) was also due to be paid on 30 April. Members considered the chart of anticipated expenditure for the next 6 month and

Resolved: the RFO should invest £250,000 for 6 months at the best available rates at the time.

### **6.3 Fibre Broadband Upgrade**

It had been suggested as part of the computer upgrade to change the broadband to Fibre Business Premium, at an additional cost of £13.99 per month, with the installation of a Draytek 2860 router. Members were concerned as to what benefits would be achieved and

Resolved: to request guaranteed results of speed and capacity, and if new cable would be required from the road to the office. Is the cost of the router included in the computer upgrade? This information is to be brought to April Council meeting.

### **6.4 Eden Valley Museum Trust and Edenbridge & District Twinning Association Service Level Agreements (SLAs)**

Members were advised that Cllrs J Scholey and S McGregor and the RFO had recently met with the above organisations to enable them to present their objectives for the coming year. Both organisations' plans are to be sent to the RFO and will be included as their objectives in the SLAs for 2015/16.

Members noted both organisations had complied with the SLAs for the previous year and the Council was happy to support both and renew the SLAs for a further year.

### **6.5 Increased Electrical costs Doggetts Barn**

The Clerk had been advised there would be additional cost of £528.80+VAT for building materials for the electrical work during the reconfiguration works at Doggetts Barn. Members

Resolved: to agree to the additional cost on this occasion.

## **7. FINANCE CORRESPONDENCE**

### **7.1 Internal Auditor's Report**

The Internal Auditor had carried out an audit on 5 February 2015 and had forwarded his report to Cllr R Orridge, as Chairman of the Council, and copies were attached for members' information. Members

Resolved: to accept the Internal Auditor's report and did not propose any comments or actions to be taken.

## **8. PRESS RELEASE**

There were no items on the agenda for which members wished to publish a press release.

The meeting closed at 9.20pm.

# Paid Expenditure over £500

Feb

Start of year 01/04/14

Cheque	Paid date	Tn no	Net Cttee	Details	Heading
DD150223	23/02/15	35673	£815.50 OS	E-On UK Plc	313
IB150225	24/02/15	35614	£608.40 CS	The Colvin Cleaning Group	222/2/3
IB150225	24/02/15	35617	£545.00 CNCL	Ellis Whittam Ltd	101
IB150225	24/02/15	35622	£550.00 OS	RWE Rural Services	303/5/1/2
		35624/1	£825.00 CNCL	Sevenoaks Direct Services	113
		35624/2	£18.57 CNCL	Sevenoaks Direct Services	101
IB150225	24/02/15	35624	£843.57	Sevenoaks Direct Services	113
				Streetlight energy	
				Cleaning Rickards Hall	
				Occupational Health Assessment	
				Tree works Blossoms Park & Forge Croft Allotments	
				Bonfire Clean Up	
				Bonfire Clean Up	
				Bonfire clean up	

# Received Income over £500

February 2015

Start of year 01/04/14

<b>Paying Ref</b>	<b>Paid date</b>	<b>Tn no</b>	<b>Net Ctfee</b>	<b>Details</b>	<b>Heading</b>
100005	12/02/15	31530	668.40	Cemetery Fees	32
100005	12/02/15	31536	582.60	Cemetery Fees	32

**Minutes of an Extraordinary Meeting of the TRUSTEES OF THE NORMAN FOUNDATION CHARITY held in Rickards Hall at 9.15pm on 30 March 2015**

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Present: Cllrs: T Bryant, R Davison, A Layland, V Maynard, S McGregor (Vice Chairman), M Robson and J Scholey.

In attendance: Kathy Staff (Deputy Town Clerk). No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, accepted and noted from Mrs J Davison, and R Orridge (unwell). Cllrs J Chappell, V King, M McArthur, C Pearman and J Woollorton were absent.

**2. DECLARATIONS OF INTERESTS**

None.

**3. FINANCE BUSINESS**

**3.1 Conversion Stock**

Members noted that HM Treasury had announced that 3.5% Conversation Stock would be redeemed in its entirety, at par on 1 April 2015. A form had to be returned by 23 March signed by the signatories to enable the funds to be paid into the Norman Foundation's bank account. The amount of Conversion Stock held was £2,648.37. Members noted the balance in the Foundation's bank account (£476.33 as at 27 February 2015) also that the Foundation had £15,202.56 invested with Scottish Widows in a fixed term deposit account maturing in September 2015, and that the Redemption of Funds payment would be paid into the Foundation bank account in April 2015. It was

Resolved: rather than leave the £2,648.37 in the bank account, to request the RFO to investigate options for re-investment for Trustees to consider at a further meeting in April.

The meeting closed at 9.27pm

**Minutes of the Meeting of the OPEN SPACES COMMITTEE held in Rickards Hall at 8pm on Monday 30th March 2015**

Present: Cllrs T Bryant, R Davison, S McGregor (ex officio), V Maynard, M Robson (Vice-chairman), J Scholey (Chairman).

In attendance: K. Staff – Deputy Clerk L. Thompsett – Head Groundsman

There were two members of the public present and no press.

**1. APOLOGIES FOR ABSENCE**

Cllrs R Orridge (unwell) and A Layland (away on business). Cllrs M McArthur and J Wooltorton were absent.

**2. DECLARATIONS OF INTEREST, OR PREDETERMINATIONS**

None

**3. PUBLIC QUESTIONS**

Mrs Sue Rule advised members that Kent Wildlife Trust had expressed formal support for the proposed Marsh Green meadow project (see item 6.4)

**4. TO RECEIVE AND SIGN MINUTES OF THE OPEN SPACES COMMITTEE 19th January 2015**

Resolved: that the minutes be signed by the committee Chairman as a true and accurate record of the meeting.

**5. TO RECEIVE ANALYSIS OF THE OPEN SPACES COMMITTEE'S RECEIPTS AND PAYMENTS TO 28th February 2015**

Members noted the position one month from the end of the year 2014-15.

**6. CORRESPONDENCE**

**6.1 Town Band re: use of Stangrove Park for concert**

Members considered a request from the Town Band wishes to provide a free concert for the community in Stangrove Park, Wednesday 8 July, 7.30-9.15pm. Subject to the Band completing a Hire Agreement and meeting its Standard Conditions, it was

Resolved: to permit this event in the Park at no charge to the Band.

**6.2 BMWA re: allotments units of measurement**

Members considered the potential for challenge regarding allotment measurements in traditional units, and

Resolved: future Tenancy agreements will express plot size in both rods, and metric.

**6.3 Nomads FC re: home match signage proposal**

Members considered a proposal for new signage and its location. It was

Resolved: to permit the new sign, to be installed at the left side of the entrance, to visually balance the Council's ownership sign on the right side.

**6.4 Friends of Eden's Meadows re: Marsh Green**

Members considered a proposal from the Friends of Eden's Meadows to change the management of a substantial part of Marsh Green to lowland meadow. It was

Resolved: to require FoEM to consult the residents of Marsh Green and forward the response to next meeting; also to clarify the expected on-going costs for maintenance, who will maintain the ditch, who will insure and risk assess the volunteers' activities, and advise for what kind of equipment storage was requested – before members make any decision to alter the maintenance regime currently operated on the Green.

**7. HEAD GROUNDSMAN'S REPORT**

**7.1 Routine and seasonal work**

Members noted the groundstaff work during February/March.

## **7.2 Groundstaff activity**

Members noted the activity including four trees felled in line with Tree Survey recommendations, First Aid boxes checked for groundstaff and premises, and restocked as required, also driving licence annual checks carried out.

The Head Groundsman had completed the First Aid at Work renewal course, and the Skilled Groundsman completed PA6A refresher spraying course. The gang mowers had had a full service and should be good for two more years. At that time they would be due for renewal on the Asset Register, so depending on their condition would need another service or replacement

Members considered the Head Groundsman's favourable review of the demonstration of a Double Quick slitter/roller/brush combination, as seen previously at SALTEX exhibition, and the costing provided by Godfreys at £6,400 plus VAT, before trade-in of £500 offered for the existing slitter purchased in 2003. It was

Resolved: to recommend to Council the purchase of the Double Quick slitter/roller/brush equipment from Godfreys at £5,900 plus VAT, to be taken from unspent Open Spaces funds vired into its equipment heading and accrued into 2015/16.

## **8. OPEN SPACES BUSINESS FOR DECISION**

### **8.1 To receive the Burial Report, and consider commissioning of Cemetery Extension**

The burial report was noted as follows, updating the record of cemetery activity:

#### **January 2015**

Three burials

One Grant of Right

#### **February 2015**

One burial

One interment of ashes

Members noted the Diocese' advice that it would be practical for Consecration to take place during the Deanery Visit by the Bishop of Tonbridge coming to Edenbridge on Friday 1May, exact timing yet to be confirmed. As this would complete the Extension project within this current Council's term of service, it was

Resolved: to confirm the Consecration date as 1<sup>st</sup> May.

### **8.2 To consider costings for works from the external Tree Survey**

Members noted the diseased Lime tree on the north boundary of the Churchyard recommended for urgent removal was given Conservation Area Exemption by SDC arboricultural officer for swift removal, and the groundstaff had removed the tree.

Members considered costings from three contractors for the Priority 1 trees identified for works in the recent Tree Survey. It was

Resolved: to accept the costing from RWE Rural Services at £3,875 plus VAT, and to consider the Priority 2 trees at the next committee meeting.

### **8.3 To arrange April Quarterly Monitoring sites visit, and update the Action Plan**

Members noted the updated Action Plan, and that the next Quarterly Monitoring visit was due in April. As it was not possible to complete more than half the tour of sites on the days of the last two quarterly visits, it was

Resolved: to set two half-day dates in April, Tuesday 28<sup>th</sup> morning, and Thursday 30<sup>th</sup> afternoon, to maintain the quarterly schedule for all sites.

Members considered the cost for repairing the central bearing on the roundabout at the Recreation Ground playground, and

Resolved: to proceed with this repair at a cost of £418 plus VAT through Safeplay

**8.4 To receive update on Mowshurst pitch drainage works and pest control**

Members noted the volunteer helping control the rabbits at Mowshurst had reported that to date he had removed a total of 131 from the pitches area, and he continued to visit the site. Updated arrangements for the official "opening" of the drainage project on 18<sup>th</sup> April, were now slightly earlier at 1.45pm.

**8.5 To consider creating an Open Spaces 10 year Maintenance Plan**

Members noted the potential consultants had provided evidence of Professional Indemnity, also clarified professional qualifications and memberships, and had amended their proposal for the project to include more time allocation, with costing revised to £5,610. It was

Resolved: to recommend to Council that Kathryn Winford and Geoff Ward be engaged to prepare the Open Spaces 10 year Maintenance Plan, and the funding be taken from general reserves.

**8.6 To consider refurbishment of Spitals Cross Playground**

Members noted the update from West Kent Xtra regarding change of personnel, with a new person was in post to continue the programme of proposed consultation – an update to be given at the next committee meeting.

**8.7 To consider costings for the High St hanging basket display**

Members considered options between self-watering and traditional wire baskets for the hanging basket display for the High Street, and were encouraged to view displays in Tonbridge and Horley which used self-watering baskets from a potential supplier. It was

Resolved: to remain with the current local supplier How Green Nurseries for this season, with the cost held again at £2,730 plus VAT for 65 x 22" wire baskets, and reconsider other options and comparative costings for the next budget round in the autumn.

**8.8 To consider costings for sports pitch spraying**

Members considered costings for the annual treatment of the Recreation Ground with selective herbicide, and

Resolved: to engage Peter Duke to carry out the work at a cost of £620 plus VAT

**8.9 To consider costings for additional disabled parking bays in Market Yard car park**

Members considered costings for two additional parking bays at the east side of the car park for disabled parking, and remarking one bay in lieu of the removed trolley bay. It was

Resolved: to engage Central Linemarkings Ltd to carry out the project at £375 plus VAT

**8.10 To consider items following annual playground inspection**

Members noted costings were still awaited for proposed Stangrove Park playground signage highlighting the existence of the pond in the middle of the park. They also noted information received from the manufacturer of playground equipment in Stangrove Park, regarding the possibility of fitting secondary support chains to the top of each chain set on the pod swing. It was

Resolved: to take no further action as monitoring continues through the routine weekly inspections on all ETC playgrounds to maintain safety.

**8.11 To consider forming a Working Group to review youth outdoor facility provision**

Members considered the suggestion from March Council meeting that Open Spaces committee invites young people from the Youth Forum to join with councillor members of the Youth Working Group to review outdoor facility provision. It was



Resolved: to request current councillor members of the YWG (Cllrs J Chappell, A Layland, and J Woollorton) to invite members of the Youth Forum to join them to consider outdoor youth facility provision; also to investigate whether the project for an outdoor gym at the Leisure Centre was still proceeding.

**8.12 To receive an update on street lights**

Members were pleased to note all the 'red' urgent items highlighted on Streetlights' original inspection report had been completed, and a new report with the next tranche of 'red' works was expected in April – also that the general maintenance of lighting stock was a far smoother operation with Streetlights than with the previous contractor, raising the standard of service the Council was able to provide to residents.

**8.13 To consider supporting Edenbridge In Bloom 2015**

Following the Edenbridge 2014 success in the first year of supporting Coolings nursery's In Bloom competition, it was

Resolved: that this Council again supports the competition in 2015, broadening the categories to align with all those at District level of the competition, to which local winners progress.

**8.14 To approve winter weather arrangements 2014/15**

Members considered the schedule of salting and snow clearance priorities for ETC groundstaff, to sit alongside the Kent Highways Winter Service priorities for salting through the Town Centre. It was

Resolved: to approve the ETC priorities covering the period to the end of 2015

**9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY**

Members noted this Council has been allocated an SDC/VAWK family fun days session in Rickards Hall in the Easter holidays on Wednesday 8 April, one on Wednesday 19 August at Blossoms Park, but not one in the Autumn half term. Church House Pre-school was pleased to take the opportunity to fund-raise by providing refreshments on the April date, and the Cricket Club had been contacted regarding the August date.

Multiple large graffiti tags appeared on the rear wall of the Sports Pavilion, and the Rugby Club's green storage container had been reported to the police. The Community Warden had painted over tags on the container, and the cost of specialist removal from the pavilion brickwork was referred to the committee chairman for approval at £365 plus VAT.

**10. PRESS RELEASE**

Members considered items from this meeting to be the subject of a Press Release, and as at last meeting

Resolved: when the projects were completed, Press Releases should be issued covering the pitch drainage works "opening" at Mowshurst, the green footprints trial at Blossoms Park, and the new parking spaces in Market Yard.

The meeting closed at 9.10 pm



To: All Parish Clerks  
Sevenoaks South Division

**Clive Pearman**  
Member for Sevenoaks South

Wicken Cottage  
Mill Hill  
Edenbridge  
Kent TN8 5DB  
Tel. 01732-860391  
Email. [Clive.Pearman@kent.gov.uk](mailto:Clive.Pearman@kent.gov.uk)

1st April, 2015.

**COUNTY COUNCIL UP-DATE**  
**(March 2015)**

Herewith my up-date report for March.

This past month seems to have been a bit 'thin' on matters which are of relevance, let alone interest, to Parishes within the Sevenoaks South Division, but I will try and drum up a little interest in two matters which are of relevance, both of which emerged from the County Council meeting held on the 26<sup>th</sup> of March.

Firstly, agreement was secured at the meeting for the revised 'Outcomes Framework' which, following consultation within the community of Kent, will now be called 'Increasing Opportunities, Improving Outcomes: Kent County Council's Strategic Statement (2015-2020)'. Much energy, thought and effort has gone into crafting this concise Outcomes Framework which, in a nutshell, shows the outcomes which the County Council expects to achieve from its £2bn revenue investment over these 5 years. The paper made clear that the Council's focus will be on improving lives by ensuring that every pound spent in Kent is delivering substantially better outcomes for our residents, communities and businesses; it also provides details of how success will be monitored so as to ensure that the intentions are not merely words left hanging at the mercy of chance! The document, at last fairly concise and readable, sets the strategic direction for the whole organisation and connects with, and is relevant to, all of our residents and businesses.

Secondly and lastly from the County Council meeting was the outcome of a petition of 11k signatures from residents, virtually all of whom were from the communities along the northern edge of the County, seeking to have the Council's decision to 'turn off' the street lights overturned and night-time street lighting restored. After a somewhat heated, but not illuminating (forgive the pun!) debate which was more to do with vitriol rather than common sense, the decision was made to continue with the current plan of replacing the old-style lights with the relatively new LED technology over a three-year period. By 'politically engineering' the petition, of course, merely heightened a sense and belief within these communities that without street lighting there will be greater levels of crime and antisocial behaviour. Research, however, proves the opposite, as most truly rural communities which have no or very little street lighting will verify. But this political football was kicked around the Council Chamber for the best part of an hour before being firmly kicked out, an unedifying spectacle for the residents who had been drawn into the petition, let alone the person who had endeavoured to address the issue out of real concern for her own situation and who had presented the petition at the beginning of the debate.

One other issue of interest has arisen as a consequence of conversations with the out-going Coalition Government and concerning the provision of financial support for education in the face of a growing population in Kent. Those conversations had resulted in the county being allocated an additional £51 million ‘top-up’ for Kent’s schools’ capital expansion programme. That said, we all must be aware of the fact that the Basic Needs per pupil allocation still only covers 52% of the capital cost of school provision and expansion; 13% comes from developer contributions, and the remainder comes from disposing of redundant property assets, and a decision to take up prudential borrowing when rates are at an all-time low. That said, however, this funding regime for education cannot continue in its present form as resources become ever more stretched and when we have to be very aware of the debt burden which this current and urgent educational need places upon subsequent generations.

With this situation very much to the fore, the county has commissioned a planning consultancy to produce ‘The Kent and Medway Growth and Infrastructure Plan’ that will give coherence across the county by joining up the twelve districts and Medway’s local plans for both housing and commercial development up to 2031. The Plan will identify the necessary infrastructure needed to manage the substantive population and housing growth, estimated at around 1% per annum, and 11% per decade. The Plan will scope the necessary capital investment required in:-

- Education facilities
- Transport (highways, public transport, rail, etc.)
- Utilities (including energy, water and sewerage, waste and communication), and
- Health (primary, acute, and community health facilities)

The Plan will broadly identify the capital costs of provision, identifying anticipated developer-contributions as well as Central Government Grants. It is anticipated that this process will identify substantial funding shortfalls which will need to be brought to the attention of the new and incoming Government if the county is to match the ‘growth across the board’ with the essentially needed infrastructure provision and whilst simultaneously not diminishing the quality of life for Kent’s residents.

And talking of infrastructure issues and following the email which I sent to Highways Department a couple of weeks ago, threatening to “scream, and scream and scream” if immediate action was not taken with regard to the unfinished projects which I have funded over the past two years, one of the Senior Project Managers from the Highways Department came out to visit the division this past Tuesday. She now has a full and comprehensive understanding of the issues and frustrations which are at the heart of all of the projects, and the following two, in particular – the Long Bridge project in Penshurst, and the interactive speed sign on the approach into Leigh from Tonbridge. I have been assured that these matters will be resolved within the next two weeks, not by any quick installation, but by confirming what is and what is not going to be done, and when. I am certainly looking for definitive answers now, with no further prevarication!

Finally, KCC’s Children’s Services are due for a full Ofsted inspection in the near future, and no doubt there will be issues to address when the final inspection report is published. Who knows what the outcome will be when inspecting this highly sensitive and important service, but I am sure that there will be a set of findings and recommendations which will pre-occupy the Council’s various Cabinet Committees in the short term. I just hope that the opposition parties do not try and turn the findings into a ‘political football match’, given the proximity of the inspection either pre or post the May General Election, and so undermine the dedication and hard work which staff put into this service.

And that, and with my personal thanks to all of you for your continued support, concludes my report for March.

Clive Pearman

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**EDENBRIDGE TOWN COUNCIL**

**COUNCILLOR'S DELEGATE REPORT**

**Name of organisation: KALC.**

**Date of meeting: 13/03/15**

**Date of report: 14/03/15**

**Councillor's name: S McGregor**

**Report:**

Attended a Meeting for Kent Association of Local Councils on Friday 13<sup>th</sup> March.

The first part of the meeting was an introductory session for new prospective councillors. There were 3 such prospective candidates in attendance. Getting people to stand for Town and Parish councils seems to be a problem across Kent.

There followed the normal meeting presentations given at these meetings, NALC, KALC itself as well as KCC and SDC. The KCC report indicated that there is presently a consultation as to Library services in progress, and everyone, individuals and councils alike was encouraged to take part. Following a brief discussion as to possible future presentations, a further discussion was held and an agreement was reached to reduce the meetings to quarterly from next year.

The meeting started at 7.00pm and concluded at 8.55pm.

**Name of organisation: Funday Committee**

**Date of meeting: 25/03/15**

**Date of report: 25/03/15**

**Councillor's name: S McGregor**

**Report:**

Attended a short Meeting for the Fun day organised by the Chamber of Commerce on Wednesday 25<sup>th</sup> March.

Due to a lack of volunteers and despite numerous attempts to recruit volunteers without success, especially in the area of Marshalling the event, the fun day will not take place this year.

The pram race may be held at another event in September.

Including myself, there were only three people at the meeting.

## **Clerk's Reports, April 2015**

**Name of organisation:** Sexual Health Service provision for young people

**Date of meeting:** 12 March

**Date of report:** 02 April 2015

This meeting was arranged and hosted by Hayley Brooks from SDC and was intended to exchange information in advance of the change of provider for this commissioned service. The existing service provision in Edenbridge has been variable, with a very successful period when the service was based at the Eden Centre and had run alongside the HOUSE project.

Currently no specific services were being provided and the information on line was extremely out of date, leaving young people struggling to find the information they required.

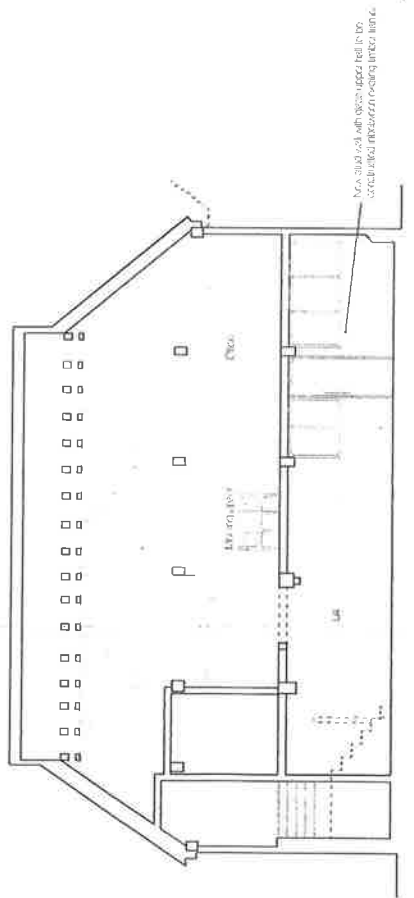
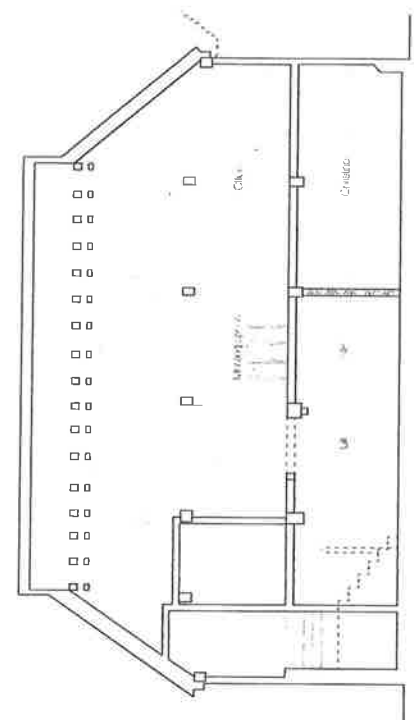
The new provider had promised that their new website would be online from 1 April at [www.kent.gov.uk/sexualhealth](http://www.kent.gov.uk/sexualhealth) and would be providing free two types of morning after pills rather than the one currently available for which a charge is made. They listened carefully to the suggestions made from those present which included representatives from the Doctors and young people. The Commissioned body looked at the facilities available at the Eden Centre and stated that they will be developing their strategy over the next few months and working closely with Doctors, chemists and the other commissioned services that had retained the service provision for the C Card scheme.

NOTES

- 1. All work shall be in accordance with the current edition of the Building Regulations.
- 2. All work shall be in accordance with the current edition of the Building Regulations.
- 3. All work shall be in accordance with the current edition of the Building Regulations.
- 4. All work shall be in accordance with the current edition of the Building Regulations.

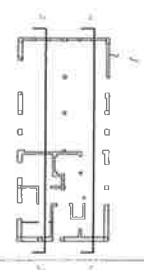
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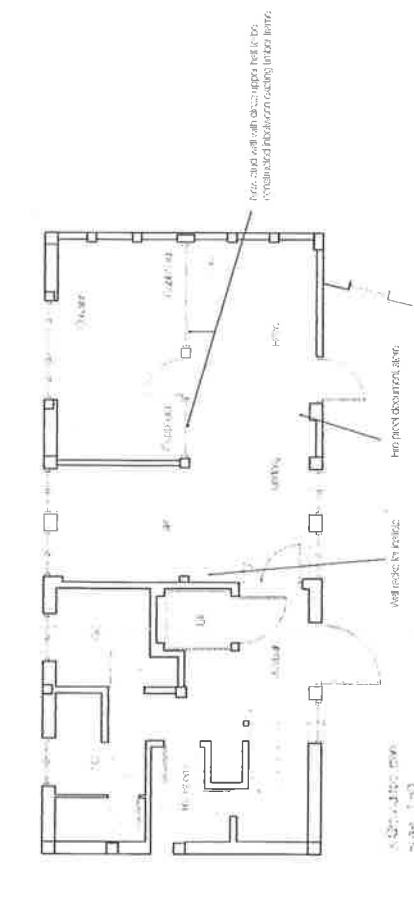
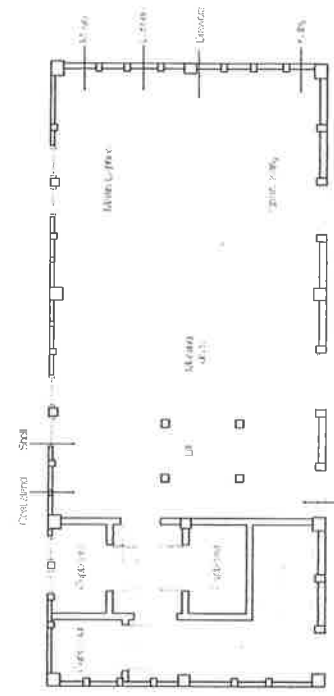
EDENBRIDGE TOWN HALL

002-A-P-P

PROPOSED ALTERATIONS

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 MARCH 2015

PLANNING



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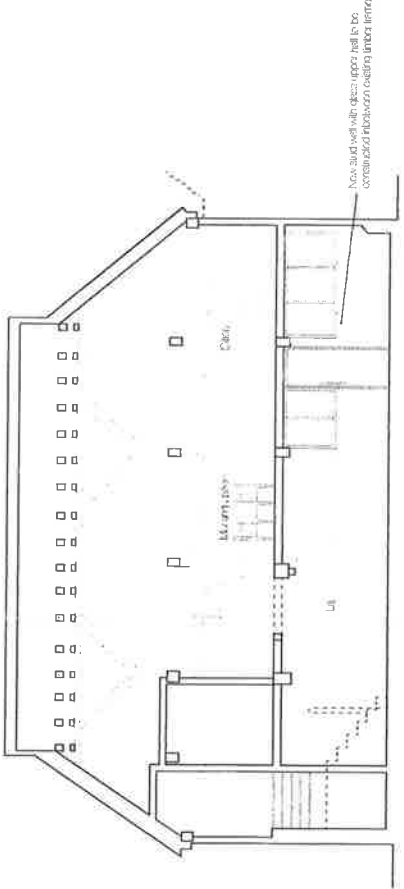
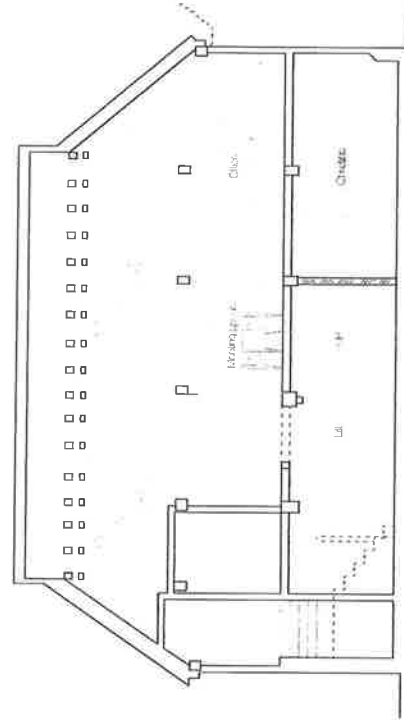
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NOTES

- 1. All dimensions are in millimeters unless otherwise stated.
- 2. All work is to be done in accordance with the current edition of the Building Code of Australia.
- 3. All work is to be done in accordance with the current edition of the National Construction Code.
- 4. All work is to be done in accordance with the current edition of the Australian Standard AS/NZS 3000:2007.
- 5. All work is to be done in accordance with the current edition of the Australian Standard AS/NZS 3558:2007.



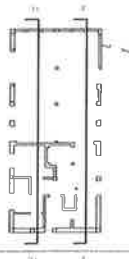
DATE: 08/03/2015  
 DRAWN: [Name]



1. No. 1 and 2 will be done in the upper hall to be constructed in accordance with the current edition of the Building Code of Australia.

1. Ground Floor  
 Scale: 1:50

2. Ground Floor  
 Scale: 1:50



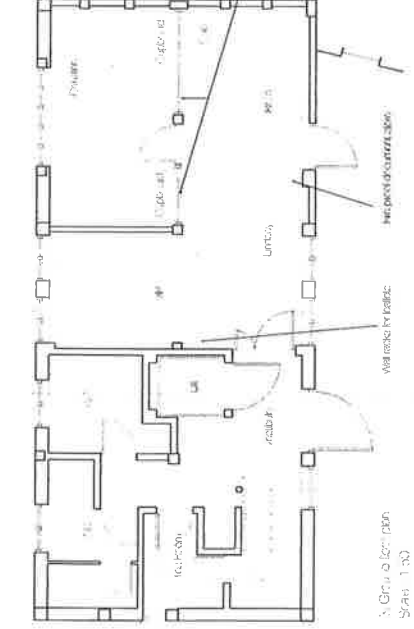
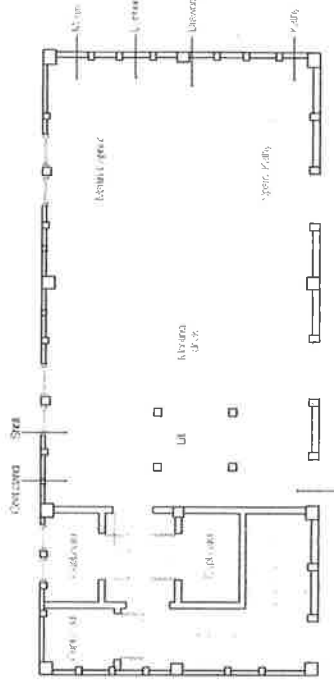
EDENBRIDGE TOWN HALL

PROJECT NO: 002-A-P-P

PROPOSED ALTERATIONS

DATE: 15/03/15  
 DRAWN BY: [Name]

PLANNING



1. No. 1 and 2 will be done in the upper hall to be constructed in accordance with the current edition of the Building Code of Australia.

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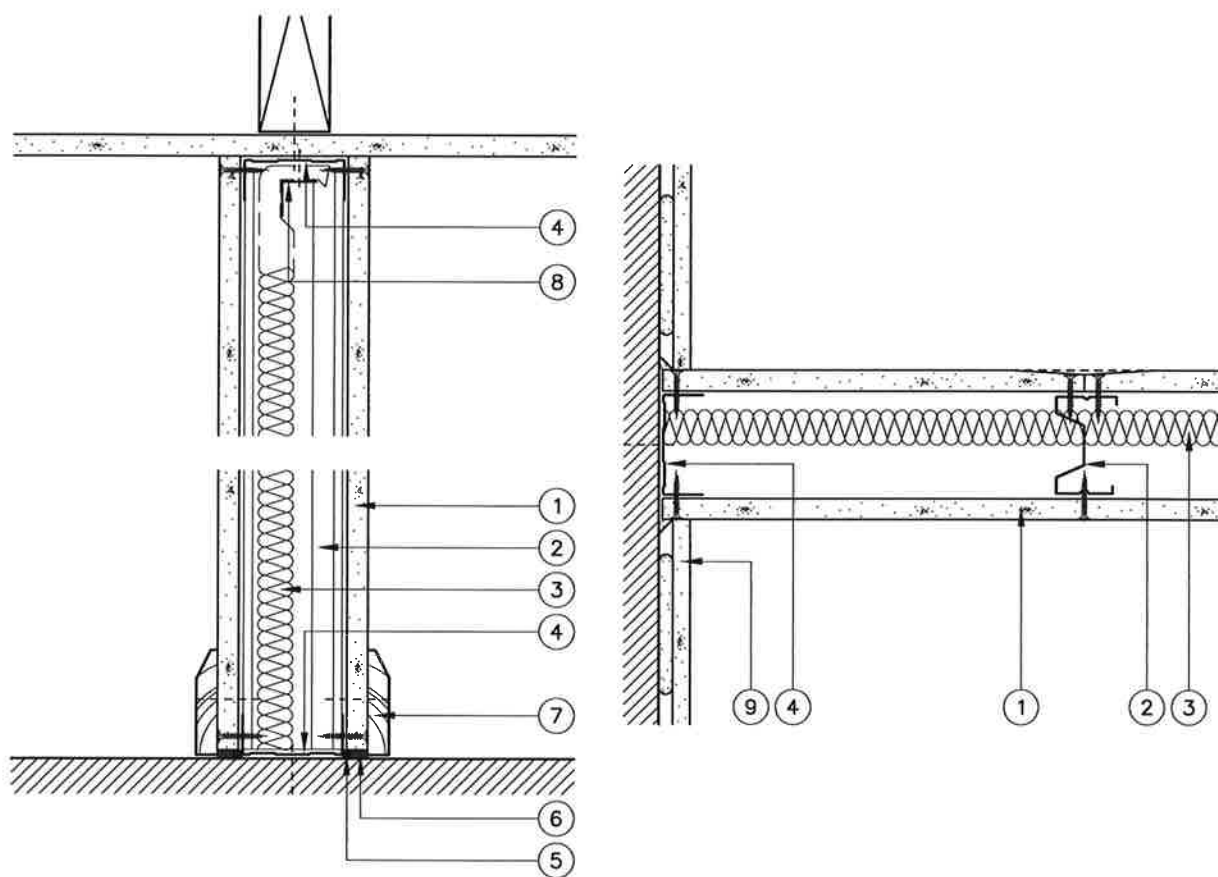
4. Ground Floor  
 Scale: 1:50



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## GypWall RAPID dB Plus

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1 1 layer 15mm Gyproc SoundBloc RAPID fixed with 32mm British Gypsum Drywall Screws at 400mm centres</li> <li>2 Gyproframe 70 AS 50 AcouStuds at 450mm centres</li> <li>3 Isover insulation where required</li> <li>4 Gyproframe 72 FEC 50 Channel suitably fixed to floor/soffit/wall at 600mm centres</li> <li>5 Gyproc Sealant for optimum sound insulation</li> </ol> | <ol style="list-style-type: none"> <li>6 Gyproc jointing material bulk fill where gap exceeds 5mm</li> <li>7 Indicative skirting</li> <li>8 Gyproframe Steel Angle or timber batten suitably fixed to soffit</li> <li>9 Indicative wall lining</li> </ol> |
|--|---|



Base & Head

Wall Abutment



Technical Advice Centre  
Tel: 0844 800 1991  
E-mail: [bgtechnical.enquiries@bpb.com](mailto:bgtechnical.enquiries@bpb.com)

Title:

GypWall RAPID dB Plus

Metal Stud Housing Partition

TYPICAL DETAILS READ WITH PROJECT SPECIFICATION

Scale:	Date:	Drawn:	Dwg No.:	Rev.:
1:5	Jan 13	MRC	TY-112-3315-21	

Display

pele smith

Office Chairs | Office Seating

For easy ordering see the inside front cover



**DURABLE!**

**NEW**

**Century Operator Chair**

**Step 1** Choose your chair  
No arms  
Fixed ring arms



072 310 021  
072 310 022

£100.00  
£110.50

**Step 2** Choose your fabric colour



**Supa Euro Operator Chair**

• Supplied with height adjustable arms and independent seat and back mechanism.

**Step 1** Choose your chair  
072 310 023 **£163.00**

**Step 2** Choose your fabric colour  
**Step 2** Order your fabric  
Inflatable lumbar  
072 310 032 **£19.50**



**Everyday Medium Back Operator Chair**

• Adjustable seat, back height and rake • Twin lever • Gas seat height adjustment • Seat H420-530 x 700mm<sup>2</sup> footprint.

**Step 1** Choose your chair

Twin Lever No Arms	072 684 043	Qty 1-3 Qty 4+	£73.50 £66.50
With Ring Arms	072 684 045	Qty 1-3 Qty 4+	£90.50 £83.50
With Height Adjustable Arms	072 684 047	Qty 1-3 Qty 4+	£108.00 £101.00

**Step 2** Choose your fabric colour  
**Step 3** Choose your arms



**Everyday High Back Chair With Contoured Lumbar Support**

• Gas seat height adjustment • Seat H420-530 x 700mm<sup>2</sup> footprint.

**Step 1** Choose your chair

Twin Lever No Arms	072 684 059	Qty 1-3 Qty 4+	£90.00 £83.50
With Ring Arms	072 684 136	Qty 1-3 Qty 4+	£107.00 £100.00
With Height Adjustable Arms	072 684 138	Qty 1-3 Qty 4+	£125.00 £118.00

**Step 2** Choose your fabric colour  
**Step 3** Choose your arms

**Pick a colour?**

For fabric options please see back of catalogue.

Please note re-stocking charges may apply for incorrectly ordered items

Mana  
• Gas si  
**Step 1**  
With 2  
No Arm  
With Ri  
With He  
**Step 2**  
**Step 3**  
**Pic:**

# Sevenoaks District Parish/Town Charter

## Introduction:

This charter has been jointly created by Sevenoaks District Council and the Parish Councils within the district to ensure that all parties continue to work as efficiently together as possible for the benefit of local people.

## Definition:

A charter is a document describing the relationship between two parties and aims to encourage good working practices. This charter represents a mutual agreement between Sevenoaks District Council and each Parish and Town Council within the district. It is a statement of intent, but not a legally binding document.

## Aims:

- To clearly define the expectations that both Sevenoaks District Council and the towns and parishes have of each other.
- To set out what both parties can contribute to develop and maintain good relationships.
- To mutually acknowledge the vital roles played by both parties in local democracy.

## Personnel

The District Council will normally conduct communications with parishes through the Town and Parish Clerks. It is recognised that some Parish Clerks are employed on a part-time basis. Clerks are requested to inform the District Council of their normal availability.

## 1. Communication and Information Sharing:

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Make effective use of websites and emails for timeliness, efficiency and environmental reasons.	Make effective use of websites and emails for timeliness, efficiency and environmental reasons, and encourage Parish Councillors to do the same.
Hold a publicly accessible, up-to-date list of Parish Clerks and links to parish webpages on the District Council's website. <a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a>	Promptly inform the District Council of any changes to this information.
Use plain English and avoid, where possible, using jargon when communicating with the Town and Parish Councils.	Use plain English, avoid using jargon and ask for clarification if an issue is unclear.
Have public links on its website to its compliments, complaints and other feedback processes.	Put a process in place for compliments, complaints and other feedback, and make residents aware of this, if not already available.

## 2. Consultation:

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Where possible provide a minimum of 6 weeks for consultation on any district wide or specific issues that affect Town and Parishes- other than in cases where the Council is bound by other statutory requirements eg planning applications.	Actively respond to consultations and put delegated authority mechanisms in place for issues that cannot be dealt with within this timescale.
Always acknowledge receipt of correspondence, provide an estimate of when a formal response will be forthcoming, and inform Town and parish Councils of outcomes.	Always acknowledge receipt of correspondence.

## 3. Service Delivery:

*Town and Parish Councils and the District Council share a number of statutory functions and also share the desire to deliver joined up effective and efficient local government services to the public.*

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Deliver services on behalf of, and to, its residents that are value for money and follow the council's Contract Standing Orders to procure the best services at the right price.	Continue to ensure value for money when delivering local services, and where appropriate consider alternative providers and collaboration with other towns and parishes to deliver services.
Ensure that all service providers meet the required health, safety and safeguarding standards with appropriate public liability insurance and risk assessments.	

## 4. Democracy and community leadership

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Members should, where possible, build a working relationship with their local Parish Council, either by attending Parish Council meetings or through contact with Clerk and/or Chairman.	Provide District Councillors with papers for Town and Parish Council meetings in advance.
Hold an annual rural forum to facilitate partnership working between the Town and Parish Councils and the District Council and agree the agenda with Town and Parish Councils.	Send a representative to this forum.
Continue to give the public the opportunity to speak at council meetings.	Send a representative to attend council meetings and committees when appropriate.

Enable KALC representative to attend the Joint Transportation Board in accordance with the terms of reference agreed with KCC.	
Collate and publish the parish register of interests on behalf of the Parish Councils.	Annually update the Council about changes to this register.
Provide administrative support for parish council elections and locally raised referendums.	Advise the Council of vacancies and promote these locally, and support all democratic and electoral processes.
Addition suggested by District Council: Subject to funding and where Parish Councils so request, to commission the Rural Housing Enabler to provide advice on local needs housing and consider undertaking at least one parish needs survey each year	To work with the Rural Housing Enabler and the District Council to meet any local housing needs identified, particularly in relation to the identification of potential exceptions sites

## 5. Finance/funding

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Collect precepts as appropriate on behalf of the Town and Parish Councils.	Return any required financial information within the set timescales, to allow the District Council to adhere to its statutory requirements.
To process precept and other payments to the Town and Parish Councils within published time scales.	Provide evidence of expenditure relating to any grants or reimbursements received from the District Council.
Keep Town and parish Councils informed about any budget changes which may have a direct impact on them.	Where appropriate, discuss with the District Council any budget implications for the Town or Parish Council.

## 6. Advice and support:

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Ensure an Officer from the relevant service will respond to specific queries/issues raised by Town and Parish councils.	Take responsibility for acting on advice given by these Officers on issues affecting their community.
Provide useful contacts on its website to signpost Town and Parish Councils to other support.	Where possible, make local contact information available on the Town or Parish Council's website.

## 7. Planning:

Sevenoaks District Council undertakes to :	Town and Parish Councils undertake to:
Ensure that Town and Parish Councils have every opportunity to engage in the development of the local plan.	Help engage local residents in the local plan development process.
Inform Town and Parish Councils about, and ensure they have sight of, relevant planning applications and allow the statutory 21 day response period for comments. Note submissions made by Parish Councils (as statutory bodies).	Submit comments within this period to enable SDC to process applications within the timescales set out in the legal framework of the Town and Country Planning Act.
Ensure Parishes can access the online information and alert system which is updated daily.	Make effective use of websites, on-line systems and emails for timeliness, efficiency and environmental reasons.
Consider comments and concerns about applications that have an impact on a specific parish or group of parishes.	Where a parish council has registered an objection to a specific application they will endeavour to send a representative to the Development Control Committee meeting which arises.

## 8. Monitoring and review

Parish councils are encouraged to express their views on the content and effectiveness of this *parish charter*.

Feedback will be used to review the parish charter two years from its adoption and then at four year intervals. Complaints will be handled in accordance with the council's complaints procedure.

Any comments should be directed to ***[insert responsible officer's name]***

***[Insert date].***

From: The Rt. Hon. Sir John Stanley, M.P.



HOUSE OF COMMONS

LONDON SW1A 0AA

4 March 2015

Mr Andrew Pearce  
Area Manager – Kent and South London  
Environment Agency  
Orchard House  
Endeavour Park, London Road  
Addington, West Malling  
Kent ME19 5SH

*Dear Mr Pearce*

Thank you for your letter of January 28 on the steps that the Environment Agency is taking to reduce flood risk in Edenbridge.

With regard to flood risk from the River Eden, please could you tell me whether the further work that the Environment Agency anticipates will be needed to be undertaken in the Spring and Summer of this year to improve grass coverage and the prevention of soil erosion on the embankments on both sides of the River Eden is definitely going to be carried out.

Please could you also tell me whether the Environment Agency's bid for £55,000 of revenue funding to repair the embankment opposite Katherine Road and Victoria Way has now been confirmed.

*Yours sincerely*  
*John Stanley*



From: The Rt. Hon. Sir John Stanley, M.P.



HOUSE OF COMMONS

LONDON SW1A 0AA

4 March 2015

Mr Max Tant  
Flood Risk Manager  
Kent County Council  
Invicta House  
Maidstone  
Kent ME14 1XX

*Dear Mr Tant*

I attach this letter of January 28 that I have received from Mr Andrew Pearce, the Environment Agency's Area Manager for Kent and South London.

With regard to the second paragraph of Mr Pearce's letter please will you tell me what are the specific ways to reduce the risk of surface water flooding in Edenbridge that the Kent County Council is investigating.

Please could you also tell me by what date the Kent County Council's investigation is going to be completed and the results of its investigation made public.

*Yours sincerely  
John Stanley*





# HOUSES OF PARLIAMENT

Dear Colleague

I am writing to you in my role as Commons Chair of the Speakers' Advisory Group for the 2015 Anniversaries within the Houses of Parliament. We have many events, cultural activities and educational projects planned for this year as part of our UK-wide 'Parliament in the Making' programme, which coincides with the anniversaries of Magna Carta and the Montfort parliament. We believe that these constitutional anniversaries coinciding with an election year provides a unique opportunity to inspire and educate the public and encourage further participation in the democratic process at all levels. We are confident that our programme for the year will offer many entry routes and useful resources for Local Government – whether that be library toolkits, join-in opportunities or participatory projects.

In particular I would like to draw your attention to a project entitled 'LiberTeas' that we are planning on Sunday 14 June. To coincide with the 800<sup>th</sup> anniversary of sealing of Magna Carta (15 June 1215) the Houses of Parliament, in partnership with the National Trust and the Central Council of Church Bell Ringers, are asking the nation to take a moment to celebrate, debate and reflect on those rights which we can very often take for granted but which people throughout history have campaigned to make happen or fought to preserve.

Communities across the UK are being encouraged to organise or attend a local event, to create a simultaneous celebration of their freedoms and rights. There will be a national peal of bells at 3pm after which we will ask the public to take a simultaneous cup of tea. Whether it's an afternoon tea for a few friends at home, a history talk or walk, a street party, a parade, a trail around the local museum – a LiberTeas event can be anything that you want it to be. Participation is in no way restricted to marking the Medieval Magna Carta moment – perhaps you have a local history that you'd rather celebrate or perhaps an issue which is very important locally? You can find event ideas and further information at [www.libertees.co.uk](http://www.libertees.co.uk).

I hope that you could encourage your local communities and Parish Councils to take part on the day. You and your officers may also want to organise something yourselves? Perhaps tea in the Mayor's Parlour? A special public debate? Making a park available for the entire community to come to picnic? The first 400 people to register an event will be offered two tickets to attend the national Magna Carta commemorations on 15 June at Runnymede Meadows.

We do hope that you will be able to find a way to ensure your communities learn about and can take part in this opportunity. We can send electronic and print marketing materials to you if that would help, and someone from Parliament should be available to speak to any large groups of organisations or community representatives that you could organise.

Yours sincerely,

**Sir Peter Luff MP**

Commons Chair for the Speakers' Advisory Group for the 2015 Anniversaries

12 March 2015

**2015 Anniversaries, House of Parliament**

E: [parliamentinthemaking@parliament.uk](mailto:parliamentinthemaking@parliament.uk) | [www.parliament.uk/2015](http://www.parliament.uk/2015)

Mrs C Lane  
Doggetts Barn  
72A High Street  
Edenbridge  
Kent  
TN8 5AR

Please ask for: Naomi Shipman  
Direct Line: (01322) 343344  
Direct Fax: (01322) 343963  
E-mail: naomi.shipman@dartford.gov.uk  
DX: 31908

Your Ref:  
Our Ref:

Date: 17<sup>th</sup> February 2015

**KENT HEALTHY BUSINESS AWARDS  
INVITATION FOR TOWN AND PARISH COUNCILS**

Dear Mrs Lane,

I would like to introduce myself as the local business advisor for the Kent Healthy Business Awards. I am working to support local businesses in attaining an award recognising efforts by an employer to improve employee wellbeing.

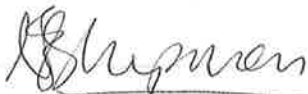
The Award is open to businesses of all sizes and sectors, including the third sector and local government.

You may well be aware, that workplace health and wellbeing programmes can reduce staff sickness levels, increase job satisfaction and reduce staff turnover. I have enclosed a leaflet providing some brief information about the award, but more detailed information can be found on the website: <http://www.kent.gov.uk/business/grow-your-business/business-awards-and-events/kent-healthy-business-awards>

If you are interested in finding out more about the award scheme, then please contact me using the details above.

Additionally, if you are aware of any local businesses in your area which you believe might be interested in the award, please feel free to pass my details to them.

Yours sincerely



Naomi Shipman  
Dartford and Sevenoaks Environmental Health Partnership