

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 8pm on Monday 13 July 2015

Present: Cllrs J Barnett, T Bryant, J Chappell, Mrs J Davison, R Davison (Vice Chairman), A Layland, V Maynard, M McArthur, S McGregor (Chairman), B Orridge, A. W.M Robson, J Scholey and B Todd.

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

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs C Pearman (family commitment and J Woollorton (family commitment).

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

The District Council members stated 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 CONFIRM THE MINUTES OF MEETING HELD ON 8 June 2015

Resolved: that the minutes of the Council meeting held on Monday 8 June 2015 be duly signed by the Chairman as a true and accurate record of the meeting.

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

5.1 Sports Pavilion social area upgrade

Members noted the thanks from Edenbridge Rugby Club for the funding given by the Council to assist with the upgrade of the radiators in the social area of the Pavilion, and the invitation to the celebration for upgraded facilities which is to be arranged shortly. Concerns over the lack of parking remain and Open Spaces have been asked to revisit this issue.

Cllr J Barnett arrived

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Details pursuant to condition 2 (external surfaces) of SE/15/00888/HOUSE **1 Highfields Road Edenbridge Kent TN8 6JN** Ref No: 15/02049/DETAIL

Members noted this request

Erection of a detached 3 bedroom dwelling with associated works (including details of landscaping, external materials and access) **Land NorthWest Of 45 Springfield Road Edenbridge KENT TN8 5HH** Ref. No: 15/01989/FUL

Members object to this application if, as members suspect, the first floor extension breaches the meter from the boundary rule. If the application is granted members wish a CIL payment to be made.

Ground floor rear extension. **Wealden House 24 Stangrove Road Edenbridge Kent TN8 5HT**
Ref. No: 15/01946/HOUSE

Members support this application

Conversion of loft into habitable space with the installation of a dormer to the front and a rear pitched roof. Infill of the existing covered entrance and a canopy to new front door. Alterations to fenestration and internal alterations. **Oak View Cottage Marsh Green Road Marsh Green Edenbridge KENT TN8 5QA** Ref. No: 15/01952/HOUSE

Members object to this application as it breaches the 50% rule

Erection of a single storey rear extension, and second storey rear extension above existing sun room. **Merrydown Swan Lane Edenbridge KENT TN8 6AT** Ref. No: 15/01936/HOUSE

Members support this application

The erection of a first floor extension. **3 Highfields Road Edenbridge Kent TN8 6JN** Ref. No: 15/01868/HOUSE

Members support this application

The application is to construct a 60m x 20m turnout area consisting of a network of land drains, covered by a membrane and stone base, with a sand and carpet fibre surface with a three rail fence surround. **Leydens Farm Leydens Lane Hever KENT TN8 7EP** Ref. No: 15/01746/FUL

Members support this application

Alterations to fenestration including removal of the downstairs window and replacement with bi-folding doors; blocking up the downstairs door and small window in the extension; installation of a door on the front of the extension that faces Mill Hill; bringing the upstairs bedroom in the extension out in line with the rest of the building making the balcony smaller and removing the current windows onto the balcony and installing folding doors; blocking up the small window currently to the right of the balcony. To enlarge the size of the current drive way in the back garden and replace with new gravel driveway. To create a larger opening in the back garden wall and put brick pillar on the other side instead of current wooden post. To install an electric gate on the back wall for access to the drive. The removal of a small section of garden wall and carry the fencing on in line with the house. To extend the wooden cladding to cover the whole of the extension and repaint. To remove 2 internal walls and install new walls. **Eden Cottage Mill Hill Edenbridge KENT TN8 5BU** Ref. No: 15/00594/LBCALT

Members have no further comments in addition to those already made

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Members have no further comments in addition to those already made

For information

Details pursuant to condition 10 (external surfaces) of SE/13/01437/FUL. **Edelweiss Swan Lane Edenbridge KENT TN8 6AT** Ref. No: 15/01901/DETAIL

Noted

Details pursuant to condition 11 (soft landscaping) of SE/13/01437/FUL. **Edelweiss Swan Lane Edenbridge KENT TN8 6AT** Ref. No: 15/01902/DETAIL

Noted

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Emergency Planning, 15 June

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

7.2 Planning and Transportation, 22 June

Resolved: that the minutes presented by Cllr S McGregor be adopted.

7.3 Finance Committee, 22 June

Resolved: that the minutes presented by Cllr S McGregor be adopted.

7.4 County Councillor's Update - noted

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

7.5.1 Eden Valley Chamber of Commerce, 9 June - noted

7.5.2 Edenbridge Youth Forum, 15 June - noted

7.5.3 Estate/Services Review Group - noted

7.5.4 Emergency Plan Review Group - noted

7.5.5 Eden Valley Chamber of Commerce - noted

7.5.6 Edenbridge Youth Forum - noted

7.6 Clerk's Report - noted

8. OTHER BUSINESS

8.1 Items Referred from Committees for decision - none

8.2 Delegated powers to Planning and Transportation July/August

Resolved: to delegate powers to the Planning and Transportation Committee, to enable them to make decisions on urgent Council business at the meetings on 27 July and 17 August.

8.3 Health & Safety half yearly review of action

Members were updated on the five top health and safety issues requiring attention over the next 12 months, all of which will have been addressed by the end of July.

8.4 Street Light Inspection Report 2015

Resolved: to commission Streetlights to carry out the street light repairs to the red and blue items identified in the 2015 review at a cost of £50k. This to be funded from the remaining 15k balance in the earmarked fund and 35k from depreciation. These works will conclude the upgrading of the stock of town council lights.

Resolved: to reiterate the Council's part-night policy, as agreed at Council in January 2014, for new lanterns to be part-night. The exception to this being the columns on the main routes into Edenbridge for which the Council is responsible, namely Four Elms Road, Lingfield Road, Marsh Green Road and Mill Hill, plus the lights across Stangrove Park, all of which

continue to be full-night, as approved at June 2014 Open Spaces. These columns amount to 62 out of a stock of 249.

Resolved: that the street Light Review Group should consider the condition of the existing stock of concrete columns before disbanding the task and finish group.

8.5 Building Maintenance Report and additional works, inc Pavilion Roof

Planned Maintenance – Year 4: The Building Manager's report was noted, the planned maintenance schedule for year 3 was completed in March 2015 and the annual property inspections are taking place during July 2015, prior to tendering for year 4 works.

Asbestos Inspections and Documentation: The Asbestos Register has been upgraded in line with the recent recommendations made on the Health and Safety Executive (HSE) website. Each building now has its own inspection history outlined separately, along with detailed information for users and contractors regarding asbestos locations and risks. This risk information is now easily incorporated into the overall Risk Assessment documentation, and provides evidence and justification for the risk score values given. This documentation will be presented at the September Council meeting.

Legionella Testing Regime and Documentation: The Legionella risk posed by the council's properties is identified to be the lowest level specified by the HSE, apart from the Lingfield Road pavilion. The current tenants of the pavilion organise thorough annual testing and cleaning of water storage facilities, along with regular treatment of "at risk" areas such as shower heads etc. None of the other premises have hot water storage systems, and for the most part both hot and cold water is delivered on demand from the mains supply. Following HSE guidelines, the following monthly routine has been put in place.

Cold water in the Cemetery Depot, Doggetts Barn and Rickards Hall is tested to ensure that it is delivered below 10°C.

Hot water supplied by the instant hot tap in Rickards Hall kitchen is tested to ensure that it is delivered above 55°C. This water is for human consumption and is stored temporarily, and is therefore subject to health and safety measures.

The hot water supplied through other taps in council properties is delivered through instant heating from a direct mains supply, and is not for consumption or stored in any way. This water is primarily used for washing and it would therefore be dangerous to use at high temperature. The HSE recommends that this kind of supply is inspected annually to identify areas of concern, and this has been added to the overall buildings inspection regime.

The monthly test data for all buildings is held at Doggetts Barn, and a working test sheet is held at the Cemetery Depot.

Lingfield Road Pavilion Roof: Three contractors were approached with a view to solving the problem of condensation damage to the structure of the pavilion building. All three contractors agreed that a full structural survey would not be required given that the existing steel structure would be more than capable of supporting the increased load of the new structure and any solar panels which may be installed a future project. They submitted a proposals to add a second skin to the existing roof with insulation between the two layers. This seems to be a common solution to problems of condensation in metal roofed buildings. Three tenders were considered and it was

Resolved: that Advance Roofing should be commissioned to add a second skin to the roof at the pavilion, at a cost of £27,530 subject to the following information being made available to members, is the roof sealed, timings for installation, any guarantees to resolve issues, if grant funding is available and lease issues clarified in relation to the income.

8.6 Audit Review

Members studied documents produced by the Audit Review Group who had met with the Clerk and the RFO to update the outstanding issues from the Audit 2014/15 and to agree the documentation for 2015/16.

- Resolved: to accept the updated audit from 2014/15, with all actions now completed.
- Resolved: to accept the proposed Audit Plan 2015/16 identifying the scope of the Audit setting details the terms and conditions for the Internal Auditor to work to and for copies to be made available to the Clerk and the RFO.
- Resolved: to accept the updated documentation for use by the Council's Internal Audit Review group for 2015/16 and the updated Internal Audit Assurance documentation.
- Resolved to formally reappoint Tim Hill as the Council's Auditor for the year 2015/2016, who had confirmed his independence from all Councillors and staff.

8.7 Airport Commission Report/Working Group

Members were aware that the Airports Commission has unanimously concluded the proposal for a new northwest runway at Heathrow, combined with a significant package of measures to address its environmental and community impacts, presents the strongest case and offers the greatest strategic and economic benefits. The Gatwick scheme has been assessed as feasible. The Council's Aviation Consultation Group discussed the situation at the workshop on Monday 6 July and has agreed the following

- With responsibility passing from the Airports Commission to Central Government, no written response is required to the outcome of the report as the Council supports its findings.
- It will be important to continue to provide support for the cross border parliamentary group to ensure that the issues of noise and night flights at Gatwick are not sidelined.
- The group plans to work with KCC and the district councils to monitor night flight activity in the interests of protecting residents' health and carrying out the Council's statutory responsibilities.

- Resolved: to adopt the above stance following the publication of the report.

All three members of the Aviation Group will attend the meeting being hosted by KCC on 17 July at 7pm at the Eden Centre.

8.8 Changes to the process of handling requests for parking restrictions

The situation regarding the process for dealing with requests for parking restrictions, previously made to SDC, was being reassessed. In the interim period it is advised that any highway issues that affect the safety and efficient movement on the public highway, including parking restrictions, fall into the remit of the Highway Authority (KCC). A meeting has been arranged between SDC and KCC to clarify the issue but members

- Resolved: to ask the District and the County members to assist in clarifying this issue so that request can be dealt with effectively.

8.9 Sewage Issues

Updates on two long standing smelly drainage issues were received. For over a year Southern Water has been battling to containing odour from the sewage works in Skinners Lane. In December/January new container units covers were installed to reduce the smell from the solid waste bins but this did not solve the problem. In the last couple of weeks odour suppressor units and odour loggers have been installed to establish where the strongest odours are coming from so that further works can be carried out, if there is a leak or a problem with the plant.

Resolved: to update resident with regard to the actions that Southern Water is taking, and to continue to press for a solution.

The second issue is the drain outside Corals. Cllr Alan Layland and the Clerk met with a contractor working on behalf of Southern Water, as Kent Highways had confirmed that in their opinion, the problem was from the main sewer. The meeting established that the water level in the drain was low and Kent Highways have agreed to come out and use CCTV to try to establish the reason for this. They have invited Southern Water to attend in the hope that, with both parties present, it might be possible to establish where the issue is and devise a plan of action to rectify it.

8.10 Review group dealing with correspondence and FOI requests

The Chairman wished to set up a small group to consider policy on responding to correspondence and Freedom of Information requests.

Resolved: that Cllrs S McGregor, M McArthur, A Layland and T Bryant should meet to take this issue forward.

8.11 Fly the Flag for the Commonwealth 2016

Members were asked if they wished to consider joining in the Fly the Flag campaign for the Commonwealth 2016. The flag raising is planned to take place on 14 March 2016. Members did not wish to take part.

8.12 Neighbourhood Plan update

Members received and noted the update from the Neighbourhood Plan group. The Character Area Assessment is almost complete, which will provide supporting evidence for policy on future building design. The review and update of the existing Design Statement from 2000 has been drafted. The Physical Asset Review is almost complete, and the Economy Task Group is collating the responses to the Local Businesses Survey, which was available online through Survey Monkey as well as hand-delivered to premises in hard copy.

A Housing Needs Assessment has been commissioned from Action with Communities in Rural Kent, with the support of Sevenoaks District Council, and is being delivered this month to 4,000 households in the parish. The findings are awaited with interest, as these will shape possible policies on future housing. Two members of the Steering Group attended the Youth Forum meeting this month, and the young people agreed to create a visual presentation of their views of the town and its development.

The Task Groups are now creating first drafts of possible policies for their topics.

8.13 Councillors' Conference 24 July

Members who wished to attend should contact the Clerk.

8.14 Closure of Stangrove Lodge, Edenbridge

Members expressed extreme disappointment over the sudden closure of Stangrove Lodge. The reason was somewhat confused but, regardless of this, it reflected very poorly on Abbeyfield as a group who had allowed this to happen. Members were extremely disappointed that they had chosen not to appeal the Care Quality Commissions decision, which stated that the home was not meeting the required standards of care and therefore had to cease operating. It is to close by 14 August 2015. This leaves vulnerable residents and staff adversely affected. Members hoped that the site would be retained as a care facility as there was an identified need in the area.

Resolved: that the Clerk should write to Abbeyfield and Kent County Council expressing concern and disappointment, and to establish what actions they have or plan to take.

9. FOR INFORMATION

9.1 Road closure, Fairtrade Street Party, Annual Remembrance Parade

Members noted the road closure for the FairTrade Street Party, 11 July 9.30am to 1.30pm, and the Annual Remembrance Church Service and Parade at 3.30pm on Sunday 8 November.

9.2 Community Sports Day – Youth Forum

Members were invited to take part in the Community Sports Day on Saturday 15 August being organised by the Edenbridge Youth Forum. The event is open to all and a number of the local sports clubs and associations have been invited to get involved. Rugby Club has agreed to hold it at Lingfield Road Recreation ground.

9.3 River Medway Flood Storage Areas Newsletter - noted

10. PRESS RELEASE

There were no issues that the members wished to issue a press release on.

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. STAFFING ISSUES

Resolved: to commission an Occupational Health Assessment in early September, at a cost of £525 + VAT.

12. LEGAL ADVICE - Gate onto the Recreation Ground

Members considered the issue of the gate on the eastern side of the recreation ground and were pleased that action had been taken by the owner to block up the gate. The wider issue of legal services to the council was discussed and it was

Resolved: to invite a representative from Hedleys Solicitors to come and make a presentation to the Council at either the August or September meetings, with a view to using them to provide this service.

13 DOCTORS SURGERY

Cllr Richard Davison updated members on information he had received regarding the Doctors Surgery.

Resolved: to thank the Doctors for providing the information, and to ask them to continue to keep the Council up to date with their plans

The meeting ended at 9.45pm