

**Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 8pm on Monday 7 September 2015**

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

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

Prior to the start of the meeting Nigel Taylor and Danielle Jersz made a presentation on behalf of Barclays, explaining their reasoning for closing the branch and the opportunities they were giving to all residents to discover other ways of managing their banking through cashback, the Post Office, and online, through the tea and talk sessions they are hosting at Costa, Bridges and other locations. They have met with the Post Office and expect a smooth transition.

Abbeyfield had been invited to attend but had sent a short statement explaining that as the residents had been relocated and the facility closed, no one was available to attend.

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllr C Pearman (holiday), Cllr J Barnett was absent.

**2. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

Cllr R Davison declared an interest in item 8.1 being a member of Rotary

*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**

An update on the closure of Abbeyfield was requested and given. Members were extremely disappointed that they had decided not to attend the meeting to update everyone on their current and future plans. The Clerk was requested to write expressing the Council's disappointment.

Residents living adjacent to the proposed development at Barn Cottages made a strong case for the latest application to be opposed.

*The meeting was reopened*

**4. TO CONFIRM THE MINUTES OF MEETING HELD ON 13 July 2015**

Resolved: that the minutes of the Council meeting held on Monday 13 July 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 High Street Drain**

Members were advised that the works to resolve the smelly drain in the High Street had proved trickier than expected. A new gully had now been installed, situated close to Lingfield Road, and the original gully will be covered.

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

Erection of a first floor extension. **3 Highfields Road Edenbridge Kent TN8 6JN**  
Ref. No: 15/02509/HOUSE

*Members supported this application*

Conversion of existing roof void to form 1 bedroom self contained flat for employee including the installation of velux rooflights and 2 no external staircases. **Lydens Farm Lydens Lane Hever Kent TN8 7EP** Ref. No: 15/02404/FUL

*Members object to this application which would impact on the openness and appearance of the Green belt by the addition of the exterior staircases. The proposal would increase the habitable space and the officers are asked to check if it would exceed 50% and question whether it is a new dwelling in the Green Belt? The applicant has stated that the accommodation would be for employees and a condition requiring this, and to ensure the building must remain linked to the main house and not be sold separately, should be applied if the application is to be granted*

Demolition of existing garage and erection of single storey side extension. **Ellanore Fairmead Road Edenbridge KENT TN8 6JP** Ref. No: 15/02376/HOUSE

*Members supported this application*

Demolition of existing conservatory on the east elevation. Erection of a single storey sun lounge with a lantern light on the same footprint as the demolished conservatory. **The Otters 3 Marlpit Close Edenbridge Kent TN8 6BE** Ref. No: 15/02351/HOUSE

*Members supported this application*

Demolition of existing house on the site of Barn Cottage, clearance of site and erection of two 3 bedroom detached houses. **Barn Cottage Crouch House Road Edenbridge Kent TN8 5ED**  
Ref. No: 15/02314/FUL

*Members did not consider the slight reduction in height was significant and again object to this application. There 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.*

*Serious concerns over flooding remain this is of particularly important as there have been recent flooding events on both 24 December 2013 and 14 February 2014. The additional hard surfacing remains a concern and no action appears to have been taken to address this.*

*There are a number of anomalies in the reports most particularly the references to Anglian Water.*

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

*Even with the minor height reduction the application is unacceptable and the members reiterate their strong objection to it.*

Proposed premises sign screen. Printed wording on metal plate on low-level posts. **Former Edenbridge Library Church Street Edenbridge KENT TN8 5BD**  
Ref. No: 15/02309/ADV

*Members supported this application*

Alterations to fenestration. **Crouch House Crouch House Road Edenbridge Kent TN8 5LQ**  
Ref. No: 15/02287/LBCALT

*Members wish the Conservation Officers opinion to be sought.*

Erection of a single storey extension. **Howletts Farm Roman Road Marsh Green KENT TN8 5PN**  
Ref. No: 15/01809/HOUSE

*Members can recall a number of previous applications for this property and ask the Officer to check if it exceeds the 50% rule.*

**7. TO ADOPT THE FOLLOWING REPORTS**

**7.1 Forward Planning, 29 June**

Resolved: that the minutes presented by Cllr A Layland be adopted.

**7.2 Open Spaces, 20 July**

Resolved: that the minutes presented by Cllr A Layland be adopted.

**7.3 Planning and Transportation, 27 July (previously circulated)**

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

**7.4 Finance, 27 July (previously circulated)**

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

**7.5 Planning and Transportation, 17 August**

Following alteration to note that Cllr B Todd was present at this meeting.

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

**7.6 Finance, 17 August**

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

**7.7 County Councillor's update (previously circulated)**

**7.8 Working Group / Delegate Reports / Clerk's and Officers' Reports**

**7.8.1 Chamber of Commerce, 4 August** - noted

**7.8.2 Sustainable Edenbridge** - noted

**7.8.3 Clerk's Report** - noted

**8. OTHER BUSINESS**

**8.1 Items Referred from Committees for decision**

**8.1.1** None

**8.2 Building Manager's Report**

**Planned Maintenance – Year 4**

It was noted no further maintenance issues had been identified during the annual inspections that required action this year and a number of items on the regular schedule had been completed early. As in previous years, some activities in the schedule were already covered by existing contracts (gas and electrical testing etc.) and have also been removed.

Resolved: that the £300 for gutter clearance, and funding for the work to complete Doggetts Barn, including carpets, should be funded from the Property Fund.

Members were advised to contact martin@edenbridgetowncouncil.gov.uk if they are interested in a guided tour around the properties.

### **Lingfield Road Pavilion Roof**

Advanced Roofing Services had been awarded the contract to provide a solution to the condensation problem at the Lingfield Road Pavilion. This will be funded from Property Fund and it is forecast to cost £28,300 including Planning Control application costs. Works are due to commence mid-September and Building Control at SDC will be monitoring the works. There will be minimal disruption to the use of the building during the works (estimated at three weeks duration), and normal activities will continue.

### **Lingfield Road Pavilion – Other works**

The Rugby Club has carried out several internal improvements to the property in the past year to a very high standard, but the aluminium doors and windows are still the originals fitted when the property was built, and are not in very good order. Many of the double glazing units are “blown” and the locks are quite worn.

Resolved: that quotes should be sought for refurbishment of all the windows and doors.

### **8.3 Christmas arrangements**

Resolved: that the office should close at 5pm on 23 December, reopen for half days on Wednesday 30 and Thursday 31 December, before closing again on Friday 1 January. Normal working hours to resume on Monday 4 January.

The Groundstaff to work Christmas Eve 24 December and have their two statutory days on 29 and 30 December and take 31 as annual leave. Therefore (assuming no disasters) the Depot will be closed on 25 December reopening on 4 January

The Market Yard toilets will be closed 25-28 December and 1 January inclusive. Both halls have no bookings after 23 December until Monday 4 January and cleaning jobs, e.g. fridge, cooker, windows, etc, will be carried out during the Christmas shutdown period.

### **8.4 Meeting dates 2015**

The proposed meeting dates were amended moving the Annual Town Meeting from 7 March to 18 April to accommodate the Chairman’s holiday.

Resolved: to adopt the amended dates.

Resolved: to change the start time for meetings to 7.30pm from 1 January.

### **8.5 Councillor Training Review**

The Councillor training record was circulated and members are reminded to keep their personal logs up to date.

A Flood Warden Training session is taking place for all councillors on 5 October, and will be open to all staff and members of the Emergency Planning Teams. Please advise Cllr Margot McArthur if you are unable to attend.

### **8.6 Review of services and facilities offered**

The service provision working group proposed a review of the provision of waste and dog bins in the town and this will be considered by the Open Spaces Committee at their next meeting, in time for budget consideration.

### **8.7 Review of FOI and Openness Policy**

Cllrs Stuart McGregor and Alan Layland have started to review the Council’s current policy and will put forward recommendations for updating the policy, based on the SDC policy.

### **8.8 Business in the Town**

Members noted the scoping meeting organized by the Chairman it to take place at 7.30pm on 17 September in Rickards Hall, and all council members are requested to attend.

### **8.9 Funding for HOUSE project**

Members considered a funding request from the HOUSE project. Previously this Council has previously provided 15K in funding toward this project, £5,000 in September 2012 and a further £10,000 paid in July 2013. The project has been extremely successful and has run alongside, and complimented, the KCC commissioned youth work. Although members were supportive of the work undertaken by HOUSE, members

Resolved: to advise West Kent Extra, the lead partner, that the Council would not be providing any direct funding, but a 'small' grant could be considered under the Council's standard grant process. Members suggest that funds are sought from Waitrose or landfill companies.

### **8.10 Signage Pavilion Lingfield Road**

Resolved: to support the request from the Rotary Club to put up a black and white sign of no more than 300mm x 500mm on the wall facing the car park of the Pavilion at the Lingfield Road Recreation Ground. The request was supported by Edenbridge Rugby Football Club.

### **8.11 Emergency Planning Welfare Group**

Recent changes in structure and direction of the RVS had resulted in the welfare activities currently undertaken by the group, to assist the Edenbridge Emergency Planning Group, no longer being incorporated in the organisation's aims and objectives.

Resolved: to formally co-opt 20 new volunteers on to the Emergency Planning Committee. The co-opted members will comprise of two teams providing Welfare Services in the event of an emergency.

Resolved: to thank the Council's insurers for increasing the number of volunteers covered on the policy from 14 to 24 and to request that this be increase by at least another 10, even if there is a charge.

### **8.12 NALC Parish Council Bill**

Resolved: that the Chairman or the Clerk should complete this survey [https://www.surveymonkey.com/r/NALC\\_Bills](https://www.surveymonkey.com/r/NALC_Bills) by 30 September 2015.

### **8.13 Training Opportunities**

Resolved: that Cllrs B Todd and T Bryant should attend the Finance Conference being held on Thursday 22 October at Kings Hill Community Centre, at a cost of £72.00 including VAT.

Resolved: that as part of her CPD the Clerk should attend the SLCC National Conference at Hinckley Island Hotel, Leicestershire, from 15-17 October, at a cost of £395.

Resolved: that the Deputy Clerk and the Chairman should attend training on the General Power of Competency, enabling the Council to adopt the power if it so chooses. The course is taking place 6.30-9.30pm at the Assembly Rooms, New Romney Town Council, on 1 October at a cost of £72. It is hoped that the Clerk will be able to get the notes and submit the module, with some guidance from the Deputy Clerk.

Unfortunately, the Chairmanship Workshop and Training taking place at Folkestone Town Hall, on 22 September is fully booked.

No members wished to attend the Councillor Information Day taking place at Teynham Village Hall on Wednesday 14 October between 9.30-4.30pm at a cost of £72.

No members wished to attend the Hallmark Standards, a quality scheme for Village Halls training at a cost of £10, on 10 September.

#### **8.14 Changing Sexual Health Services**

Resolved: that Cllr M McArthur and the Clerk should respond to the public consultation on the provision of Sexual Health Services in Kent, on behalf of the Council.

#### **8.15 Kent Mineral, Waste and Environment Plan Consultations**

Members had no further comments to make on the revised Kent Environmental Strategy.

The Environmental Strategy builds on Kent's previous plan to improve environmental, health and economic future of the county.

Resolved: that Cllr M McArthur should complete the response on behalf of the Council.

#### **8.16 'Save Britain's Public Toilets'**

The Prime Minister has apparently pledged to 'save Britain's public loos' and has indicated that there is more the Government can do on how public toilets are treated for business rates.

Resolved: that the Clerk should write to Tom Tugendhat MP and the Prime Minister urging an exemption from non-domestic rates for toilets run by towns and parishes.

#### **8.17 E-cigarette policy**

Members considered how, or if, electronic cigarettes or e-cigarettes should be allowed in the workplace.

Resolved: that electronic cigarettes should be restricted in line with the current restrictions on cigarettes.

#### **8.18 Neighbourhood Plan update - none**

#### **8.19 Meet the New Heroes**

Members noted the document produced by Kent Fire and Rescue Service to raise awareness of the joint work done by partners, and celebrating the very successful recruitment campaign and development of the station crew.

Resolved: to accept the offer by Lee Able, Performance Manager at Kent Fire and Rescue, to arrange a station visit in October or November for all members except Cllr J Scholey.

### **9. FOR INFORMATION**

#### **9.1 Freedom Programme**

Dates for the Freedom Programme, a free 12 week programme for any woman who has experience of living with domestic abuse, now and in the past, is taking place, at the Children's Centre from Thursday 28 April 2016.

#### **9.2 Voters information**

Letters asking the occupier to complete a voter enquiry to ensure that the electoral rolls are up to date under the new national system of Individual Electoral Registration were sent over the summer.

#### **9.3 KCC Community Liaison Officer**

Craig Kendall has been appointed as the new Community Liaison Officer for Sevenoaks District on behalf of Kent County Council

### **10. PRESS RELEASE**

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

*The meeting ended at 9.50pm*