

**Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 5 September 2016**

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Present: Cllrs Mrs J Davison, R Davison (Vice Chairman), A Layland, M Robson, C Pearman, S McGregor (Chairman), J Scholey, and B Todd

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

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs T Bryant, (unwell) J Barnett (other business), R Bell (unwell), M McArthur (holiday), V Maynard (business), B Orridge (holiday) and J Woollorton (business).

**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 adjourned*

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

*The meeting was reconvened*

**4. TO CONFIRM THE MINUTES OF MEETING HELD ON 11 July 2016**

Resolved: that the minutes of the Council meeting held on Monday 11 July 2016 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 PCSO Changes, July Council 8.4**

Members were advised that a further PCSO has been appointed for Edenbridge. PCSO Ellie Collins joined the team in July. However, due to an accident, resulting in injury to the PCSO for Halstead and Knockholt, she will also be providing cover for that area. Issues with the publicans have been addressed, so the meeting with PS Ballard and Sgt M Ginsburg is no longer required.

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

Erection of steel portal framed grain store. Old Barn Farmhouse Stanfords End Hartfield Road Edenbridge KENT TN8 5NF 16/02526/AGRNOT

*Members previous comments still stand and members wish the Officers to take a view on whether the size and design, particularly the concrete apron, are appropriate.*

G1- Conifers Screen. Reduce to height of gutter on main building (to form a consistent height at 4m from ground level) and laterally reduce by 1m from side of home and blend in Laurels. Stanholm Residential Care Home Mill Hill Edenbridge 16/02504/WTCA, *noted*

**7. TO ADOPT THE FOLLOWING REPORTS**

**7.1 Open Spaces, 18 July**

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

**7.2 Planning and Transportation, 25 July (previously circulated)**

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

**7.3 Finance, 25 July (previously circulated)**

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

**7.4 Planning and Transportation, 15 August**

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

**7.5 Finance, 15 August**

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

**7.6 County Councillor's update, noted**

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

**7.7.1 SDC Liaison Meeting, 16 June, noted**

**7.7.2 Uckfield Railway Line report, 13 July 2016, noted**

**7.7.3 Water Meadows Management Project – progress report July 2016, noted**  
Cllr C Pearman updated the members on the activities of the consultants employed by the Environment Agencies to decide what best to do with the various weirs on the river. A consultation is expected at a future date.

**7.7.4 Twinning Report 24 August, noted**

**8. OTHER BUSINESS**

**8.1 Items Referred from Committees for decision**

**8.1.1 Pension transfer request Finance July 6.3**

Resolved: that the member of staff wishing to transfer a small amount into the Kent Pension scheme should be allowed to do so, as the circumstances regarding it being overlooked were exceptional.

**8.1.2 Aviation Noise monitoring, P & T July 10.3.1**

Members considered whether to hire a noise monitor for a week, to be located at Marsh Green, to ascertain the level of Aircraft noise at a cost of £250 + VAT, and decided they did not wish to do so.

**8.2 Building Manager's Report**

**8.2.1 Planned Maintenance – 10 year Building Maintenance Plan**

**Planned Maintenance - Year 5 (2016)** the schedule of planned works and amended timescales were noted.

**Planned Maintenance - Year 6 (2017)** the schedule of planned works was approved.

**8.2.2 Planned Maintenance - 30 year Building Maintenance Plan**

The plan has been complete and is presented for Members approval. It is one of the suite of documents that will be used to assess future financial needs by Council and Forward Planning Committees, it complements the existing 10 year Building Maintenance Plan.

Resolved: to amend the plan to include solar panels at the Sports Pavilion, then adopt it as the 30 year Building Maintenance Plan for the Council, including Appendix A containing estimated timespans and costings.

**8.2.3 Planned Maintenance – 30 Year Open Spaces Maintenance Plan**

The similar plan for Open Space to complement its 10 year Maintenance Plan was presented.

Resolved: to adopt the 30 year Building Maintenance plan for the Council, including Appendix B containing costings as proposed.

Members wished to formally record its thanks to the Buildings Manager for his work on producing these documents. Cllr J Scholey advised members that they would all have a

responsibility to ensure that any future projects undertaken independently, or under CIL, would need to be added into the plan.

### **8.3 Christmas arrangements**

Resolved: that the staff should take their two contractual statutory days leave over the Christmas period and work as normal on 23 December, returning to work on Tuesday 3 January. Staff to use annual leave or lieu hours to cover the additional leave hours, or to come into work if they prefer. Usually there is no sport over Christmas or the New Year weekend but this cannot be confirmed yet.

Resolved: that the Market Yard toilets should be closed 25-26 December and 1 January inclusive. Both halls have no bookings after 23 December until Tuesday 3 January making it possible for some of the occasional cleaning jobs, e.g. fridge, cooker, windows, etc, to be carried out thoroughly during the Christmas shutdown period.

### **8.4 Meeting dates 2017**

Resolved: to adopt the meeting dates for 2017 as proposed.

### **8.5 Councillor Training Review**

The Councillor Training Schedule was reviewed and it was

Resolved: the Clerk should endeavour to arrange training in Roles and Responsibilities and Community Involvement at Rickards Hall on Monday 30 January 2017, and to invite other local Councils to attend if they so wish.

Resolved: that the training session scheduled for 3 October should be provided in-house and focus on the budget setting process, giving an overview of how the Council goes about ensuring good governance of the public finances it holds.

### **Members were encouraged to update their personal training records.**

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

No new services have been added this year, however the filming of meetings has ceased and has been removed. Following consideration of item 8.8 members scored HOUSE as a service and this will now be added to the Edenbridge Services Priority Matrix.

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

Cllrs Stuart McGregor and Alan Layland and the Clerk will work to update this Council's policy, to bring it more in line with the one at SDC, by the deadline of May 2017.

### **8.8 Youth Provision and Funding for HOUSE project**

Full details of the request for funding for House was circulated.

Resolved: to release £7,500 allocated in the Council's current budget towards this project for 2016/17 immediately.

Resolved: to formalise Council's support for the Edenbridge HOUSE project, ensuring long term prosperity of the project by means of the establishment of a Service Level Agreement with West Kent Communities. Thereby ensuring the quality of the service provided and good governance of council tax payers monies. The setting up of this ongoing agreement is expected to enable West Kent Communities to obtain further partnership funding to support HOUSE in Edenbridge, in the short to medium term.

### **8.9 Neighbourhood Plan, Statement of Support**

Members noted the update submitted and discussed the informal meeting held before July Planning and Transportation then

Resolved: to endorse Council's support for the creation of a Neighbourhood Plan for Edenbridge and the team that is currently putting it together.

Members welcomed the news that an experienced recently retired planning specialist had offered his services, on an expenses only basis, to help with the next stages of the plans development.

#### **8.10 Tom Tugendhat MP correspondence newsletter and Business Survey**

The Chairman has received a letter from the MP asking if he can contribute a monthly column to a local parish magazine.

Resolved: to advise Tom Tugendhat MP that the Council does not publish a magazine that is suitable for this purpose. The quarterly 'Edenbridge Report' is a small in-house publication that is restricted from the inclusion of political items.

Resolved: to raise concerns with Tom Tugendhat MP regarding his direct contact with retailers in the High Street requesting information on their business status, views on parking, factors that could improve business and improvements that they would like to see around the town. Members were disappointed that neither the Town Council or the Business Forum had been made aware of, or consulted, on his intention to do this. Concerns have been raised as to how this information will 'fit' with the other surveys recently carried out.

#### **8.11 Licensing changes**

Resolved: to support SDC on their proposal to adopt Section 76 Public Health Act 1915. giving the Local Authority power to extend the provisions of the Town Police Clauses Act of 1847 onto designated private property, namely, all railway station land within Sevenoaks District, for compliance and enforcement purposes on such private land.

#### **8.12 Edenbridge Town Village Hall Charity, request for support**

Members considered the request for support from the Charity towards further major works they are planning to undertake. The request was in two elements one as a direct financial contributor to the scheme and secondly, support in signing their application for a Capital Grant from the District Council. Members discussed the proposals at length, particularly as the current form doesn't easily adapt to the complex management structure in place between the Council, as Custodian Trustee of the hall, and Edenbridge Town Village Hall Charity who are the Managing Trustees.

Resolved: to advise the Chairman of the Charity, that the Council has only limited funds (£7,500) to provide support for all the groups and organisations in the town. It disperses these funds through its grants scheme. Applications need to be submitted by 1 October and are considered on 17 October. It was suggested he might like to submit an application and advised that it would be expected that, for works of this size, the application would be expected to be supported by three quotes and a plan to ensure the future upkeep of the building.

Resolved: to offer the support of the Council's Building Manager, to assist with the development of a building maintenance plan so that future upkeep can be costed and planned.

Resolved: to await the outcome of the discussions with Sevenoaks as to the adaptation of their capital grant form. The Chairman to sign it on behalf of the Council, provided the division of responsibilities between the Council, as Custodial Trustees, and the Village Hall Charity, as Management Trustees, can be clearly identified and all future responsibilities for upkeep and replacement of the asset is with the Village Hall Charity.

#### **8.13 Travellers**

Members were aware that there was an unlawful encampment on Marsh Green between Friday 26 August and Monday 29 August, initially of four caravans with a further two reported as arriving over the weekend. The travellers were informally requested to leave by 29 August and did so,

leaving their rubbish bagged and the site tidy. The Council's groundstaff carried out a further litter pick, and the Clerk and Community Warden addressed the issue of the area that had been used as toilets.

Unfortunately, the group then moved onto Lingfield Road Recreation Ground and were joined by further caravans and commercial vehicles. The Clerk, accompanied by the Community Warden, visited the site and carried out a welfare check. Notices were served and a joint visit was made with the Police and the Dog Warden. The group vacated the site on the evening of Thursday 1 September.

**8.14 Appointment of Administration Assistant**

Members were advised that the position of part time Administration Assistant had been filled and the new member of staff started work on 1 September and was settling in well.

The meeting closed at 9.30pm.