



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 9 October at 7.30pm, which Councillors are summonsed to attend.

Town Clerk
4/10/2017

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.

Members are reminded that they have a pre meeting at Doggetts Barn at 6.30pm to receive an update from Carl Dodds the project manager for the combined hospital and GP Surgery.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

Members of the District Council 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.

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 11 SEPTEMBER 2017

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

5.1 Tandridge Garden Village Response

5.2 Meeting Dates 2018 – Amended

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Open Spaces, 18 September

7.2 Planning and Transportation, 25 September

7.3 Finance Committee, 25 September

7.4 Annual Liaison Meeting 22 June 2017

7.5 County Councillor's Update

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

7.6.1 Eden Valley Museum, verbal update

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

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8. OTHER BUSINESS

8.1 Items referred from Committees for decision

8.1.1 Open Space - 8.6 To consider defense of open spaces from unauthorised vehicles and encampments

8.1.2 Open Space -8.8 To consider costing of items from Annual Playground Inspection Report

8.2 Remembrance Day, Service and Parade, 12 November 2017

8.3 Asbestos and Electrical Testing Reviews

8.4 External Audit Report and Certificate

8.5 Section 106 Annual Report

8.6 Planning for the right homes in the right places: consultation

9. 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.

10. Confidential Items

10.1 Staffing Issues

10.2 Internal Auditor

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

5.1 Tandridge Garden Village Response

A copy of the response from Piers Mason on the Council's comments regarding the Tandridge Plan make interesting reading.

5.2 Meeting Dates 2018 – Amended

Unfortunately there was an error on the meeting dates presented last month and one further change is proposed. An amended sheet is attached.

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Two storey extension to existing building to create a one two-bedroom flat. **Aniseed Wealden Villas 31A High Street Edenbridge KENT TN8 5AD Ref. No: 17/03061/FUL**

InstaVolt are proposing to install two rapid electric vehicle charging stations within the grounds of Mill Hill Garage, Kent. **Petrocell Holdings Ltd Petrol Filling Station Mill Hill Edenbridge KENT TN8 5NG Ref. No: 17/02997/FUL**

Alteration, extension and change of use to rear to form 2 no Two bedroom flats C3. retention of existing commercial unit to front. Demolition of existing bank vault to rear. **45 - 47 High Street Edenbridge Kent TN8 5AE Ref. No: 17/02967/FUL**

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Open Spaces, 18 September

7.2 Planning and Transportation, 25 September

7.3 Finance Committee, 25 September

7.4 Annual Liaison Meeting, 22 June 2017

7.5 County Councillor's Update

7.6 Working Group / Delegate Reports / Clerk's and Officers' Reports, none

7.6.1 Eden Valley Museum, Cllr B Orridge verbal report

8. OTHER BUSINESS

8.1 Items referred from Committees for decision

8.1.1 Open Space - 8.6 To consider defense of open spaces from unauthorised vehicles and encampments

A number of residents from Marsh Green attended the meeting and put forward a range of options and views to add protection to the Green, and suggestions for other locations were also discussed. The Open Spaces meeting wishes full Council to consider this issue. Members had requested further quotes be obtained but without a clear brief on what works members feel appropriate it is not possible to approach contractors. Indicative quotes had been presented for bollard defenses at three locations. Clear guidance is needed from members on how they wish to progress this matter.

Marsh Green - Marsh Green holds protected Village Green status which may prevent some options <https://www.gov.uk/guidance/manage-your-town-and-village-greens> An offer had been made by a resident to dig a ditch, this was not widely supported as it was thought unsightly and, due to location, likely to fill with water and litter. Some build up of the road side edge could better restrict access from Marsh Green Road. Continuation of wooden posts at the low end of the Green (Gabriels Farm end) and towards the village with a low level barrier or drop down bollards, for access, close to the playground installed. The advantage being that access would be overlooked by some of the nearby properties. Ballpark 3K

Stangrove Park - Three drop down bollards at Leisure Centre and timber posts and two drop down bollards beside Norman Court 1.5K

Mowshurst - Farm Gates at the entrance 1K

The final bills for the eviction of travellers this summer are coming in and are expected to be in the region of £4,000 - £4,500, without the huge amount of staff and councillors time taken planning and assisting with the evictions.

Open Spaces contingency currently has £2,000 unspent and Council contingency £7,000. If works are to be undertaken it would be prudent to carry them out over the winter, prior to next year's summer visits commence. Members may need to fund some of these works from the unallocated Capital Fund.

How do members wish to proceed?

8.1.2 Open Spaces - 8.8 To consider costing of items from Annual Playground Inspection Report

Costing for two small items were awaited at the time of the meeting, and these have been received as follows: animal-heads see-saw at Spitals Cross - £365; butterfly see-saw at Stangrove Park - ballpark £400 (parts price to be confirmed at the meeting). Both prices ex-VAT. **Do members approve these additional sums?**

8.2 Remembrance Day, Service and Parade, 12 November 2017

The arrangements for the service and parade were agreed last Council.

The Members of the British Legion will, as last year, pay their respects at the hospital at 11am and Council Members are welcome to join them. The Remembrance Service will take place at 2.30pm at the Parish Church of St Peter and St Paul, followed by the parade to the War Memorial at the hospital and back. **All Councillors are expected to attend.** Once at the hospital, the Chairman will lay a wreath on behalf of the residents of the town.

**8.3 Asbestos Review and Electrical Testing Review
Electrical Testing**

Market Yard toilets are due to have their 5 year NICEIC electrical test later this month. In all other buildings electrical testing is up to date with no pending issues.

Several items were removed from the PAT test register this year, and some new equipment added.

Asbestos Register

The Asbestos Register was reviewed and the relevant buildings inspected this summer as usual. Some small defects to the sealed finish on the soffits at Blossoms Park Toilets were rectified and any exposed asbestos is now encapsulated. No changes were made to any other building which would have impacted the risk of asbestos exposure, hence the risk remains very low in all Council owned properties.

Martin Leach
Property Manager
3rd October 2017

8.4 External Audit Report and Certificate

(This item was previously presented to August Finance but it is a requirement that the report is presented to full Council, so déjà vu)

Council received a clean Audit from the External Auditor (PKF Littlejohn LLP) for 2016/17. The information contained in the annual return is in accordance with proper practices, and no matters have come to their attention to give cause for concern that relevant legislation and regulatory requirements have not been met. The 'Notice of Conclusion of Audit and Right to Inspect the Annual Return' has been placed on the notice board and website for the specified time, along with copies of the Annual Return. A copy of the Certificate and Report is attached for members' information.

Do members have any other actions they wish to take in regard to these matters?

8.5 Section 106 Annual Report

Following pressure from the Finance portfolio holder, SDC has agreed to share the current Section 106 agreement receipts by way of an annual report. A brief explanation of a Section 106 legal agreement is below and may be of interest to some members.

- A legal agreement between a local planning authority and a developer
 - o Linked to a planning permission
 - o They run with the land
- They can:
 - o Regulate development
 - o Require site mitigation
 - o Deliver affordable housing
 - o Secure benefits from non-Community Infrastructure Levy (CIL) development
- They have to be:
 - o Specific to the site
 - o Specific to the use the money is put too
 - Identify the project within the agreement
- What do we use them for as national legislation has scaled them back
 - o Site specific mitigation not covered by our CIL scheme
 - o The provision of affordable housing

Section 106 agreements are now rare as CIL is the regime for the collection of developer contributions from new proposals in our District. It is also important to understand that the section 106 money, identified in the attached spreadsheet, is not a general pot of money for bidding purposes. A copy of the Annual Report is attached.

8.6 Planning for the right homes in the right places: consultation

This consultation is seeking views on further changes to Planning Policy and Legislation. Responses have to be submitted by 9 November. The proposals aim to enable delivery of a million new homes by 2020 and a further half a million by 2022. Government hopes to achieve this by creating a system that is clear and transparent and could prevent Local Authorities wasting time and money on complex, inconsistent and expensive processes.

The consultation also includes Government's ambitions to publish a revised National Planning Policy Framework in Spring 2018, which it believes will plan for the right homes in the right places and turn existing and future plans into homes quickly through reforms such as the Housing Delivery Test.

Among the proposals there are incentives to get up-to-date plans in place, with the possibility of Local Authorities without plans in place losing the right to factor in land constraints into the baseline for establishing their five year land supply. To ensure housing is delivered in places where affordability is worst, the formula could require a 50% increase in housing required if average house prices were 12 times local average earnings. The document requires careful consideration.

Do members wish to nominate Councillors to prepare the response with the Clerk, ready for presentation to Planning and Transportation on 23 October?

9. PRESS RELEASE

Are there any items on which the Council wishes to issue a press release?

In view of the confidential nature of the following items to be discussed, the chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960.

10. Confidential Items

10.1 Staffing Issues

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 11 September 2017

Present: Cllrs J Barnett, R Bell, Mrs J Davison, R Davison, A Layland (Vice Chairman), S McGregor, M McArthur (Chairman), J Scholey and B Todd.

In attendance: C Lane (Town Clerk), K Staff (Deputy Clerk), twelve members of the public, and no members of the press.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs T Bryant (family commitment), V Maynard (unwell), B Orridge (holiday), C Pearman (holiday), M Robson (holiday) and J Woollorton (work 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.

Cllrs S McGregor and R Bell declared a pecuniary interest in Planning Applications relating to St Johns Way. Cllr A Layland declared a non pecuniary interest in item 8.6 as an Hon. Member of the Chamber of Commerce.

The meeting was adjourned

3. PUBLIC QUESTIONS AND STATEMENTS

No questions were asked.

The meeting was reconvened

4. TO CONFIRM THE MINUTES OF MEETING HELD ON 10 July 2017

Resolved: that the minutes of the Council meeting held on Monday 10 July 2017 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 Stangrove Lodge Redevelopment

Members considered the response from Icenl to the objections raised by members and were still dissatisfied with the response regarding provision of a safer walking route for residents, staff and visitors. They asked the District Members to call the proposal in so that the District Development Control Committee at SDC could give the matter further consideration.

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Cllr S McGregor left the meeting

Reserved matters (Appearance, Landscaping, Layout, Scale) for 104 dwellings, access from Enterprise Way of Appeal G2245/W/15/3130787 relating to planning application 14/03783/OUT (Outline application for mixed use development comprising up to 300 new homes, up to 2.6 hectares of public open space and vehicular access with some matters reserved). **Land North Of Railway Line And West Of St Johns Way St Johns Way Edenbridge KENT Ref. No: 17/01626/REM Various amendments to some building layouts and elevations, parking layout, roadway layout and surfacing, and Landscape Management Plan.**

These amendments are for consideration, but any earlier comments made on the original application will be taken into account when the decision is made.

Members wish to carry out a further detailed examination of the plans and delegated the matter to Cllr B Todd, Alan Layland and Jill Davison.

Reserved matters (Appearance, Landscaping, Layout, Scale) for 196 dwellings, access from St Johns Way of Appeal G2245/W/15/3130787 relating to planning application 14/03783/OUT (Outline application for mixed use development comprising up to 300 new homes, up to 2.6 hectares of public open space and vehicular access with some matters reserved). **Land North Of Railway Line And West Of St Johns Way St Johns Way Edenbridge KENT** Ref. No: 17/01625/REM **Various amendments to some building layouts and elevations, parking layout, roadway layout and surfacing, and Landscape Management Plan.**

These amendments are for consideration, but any earlier comments made on the original application will be taken into account when the decision is made.

Members wish to carry out a further detailed examination of the plans and delegated the matter to Cllr B Todd, Alan Layland and Jill Davison.

Cllr S McGregor rejoined left the meeting

Demolition of existing garage at No. 22 Skeynes Road. Erection of a new 2 bedroom dwelling with associated external works within the curtilage. Provision of 2 no. additional on-site parking spaces. **22 Skeynes Road Edenbridge Kent TN8 5HD** Ref. No: 17/02715/FUL

Members wish to carry out a further detailed examination of the plans and delegated the matter to Cllr B Todd, Alan Layland and Jill Davison.

Erection of a single storey rear extension. **1 Grange Close Edenbridge KENT TN8 5LT** Ref. No: 17/02748/HOUSE

Members supported this application.

Proposed 7.5MW battery energy storage facility at land on Gaywood Farm, Edenbridge. **Land South Of Gaywood Farm Hole Lane Edenbridge KENT TN8 6SL** Ref. No: 17/02668/FUL

Members supported this application but wish a condition be applied that the fencing be coloured green in addition to the storage containers.

Repairs and part rebuilding of existing garage/coach house. Erection of fence. Lowering ground level in front of garage. **Farm Lodge Lydens Lane Hever KENT TN8 7EP** Ref. No: 17/02499/HOUSE

Members wish the officers to check if the amount of work carried out would be considered new build in the Green Belt.

Remove rear bay window and fit double doors. Fit safety railing around area with partial privacy screen. Remove dwarf brick wall to allow direct escape route. **16A High Street Edenbridge KENT TN8 5AG** Ref. No: 17/02050/FUL

Members supported this application.

For information

Refurbishment of windows. **Hilders Hilders Lane Edenbridge KENT TN8 6LE** Ref. No: 17/01288/LDCLBC

Erection of a single storey rear infill extension and front porch. **123 Lingfield Road Edenbridge KENT TN8 5DY** Ref. No: 17/02632/LDCPR

To cut back and prune the overhanging Ash and Sycamore trees along the boundary of the railway by 2-3m. **31 Crown Road Edenbridge KENT TN8 6AN** Ref. No: 17/02404/WTPO

Oak (T1) To lift the canopy to approximately 4m. **Little Foxes Farm Roman Road Marsh Green KENT TN8 5PN** Ref. No: 17/02609/WTPO

The following planning applications were considered outside the meeting

Erection of a workshop store in rear garden. **70 Lingfield Road Edenbridge Kent TN8 5DZ** Ref. No: 17/02554/LDCEX

As the building has been there for more than 10 years, members believe it to be lawful.

The erection of a single storey side extension to existing bar area. **Swan Inn Swan Lane Edenbridge KENT TN8 6BA** Ref. No: 17/02515/FUL

Unless it is sufficiently sound-proofed, to avoid on-going complaints from neighbours regarding noise and disturbance from use, members object to this application.

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Planning and Transportation, 17 July (previously circulated)

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

7.2 Finance, 17 July (previously circulated)

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

7.3 Extra Ordinary Planning and Transportation, 24 July

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

7.4 Open Spaces, 24 July

Resolved: that the minutes presented by Cllr J Barnett be adopted

7.5 Planning and Transportation, 14 August

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

7.6 Finance, 14 August

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

7.7 County Councillor's update

Cllr P Lake mused on the harsh budgetary decisions County was having to make and the wider implications for the NHS and other bodies.

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

7.8.1 Twinning Report 25 July, noted

7.8.2 Eden Centre Management Board 9 August, noted

8. OTHER BUSINESS

8.1 Items Referred from Committees for decision

8.1.1 Planning and Transportation 17 July Item 3, Policy on use of documents from Edenbridge and District Rail Travellers' Association

The long established relationship between Edenbridge and District Rail Travellers' and Edenbridge Town Council was clarified. It was not deemed necessary to create a Policy for this relationship.

8.1.2 South East Coast Ambulance Service Annual Members Meeting, Thursday 28 September

Members were advised of this meeting but no one was available to attend.

8.2 Building Manager's Report

8.2.1 Planned Maintenance - 10 year Building Maintenance Plan 10 year

Members noted the report of works completed at the end of 2016, and additional works undertaken.

10 year Building Planned Maintenance – Year 6 (2017 - 2018)

The planned maintenance this year covers the following items.

Cemetery Depot: External decoration and renovation/decoration of doors and windows. Repair, rust treatment and redecoration of rainwater goods. Replacement of bitumen roof covering.

Rickards Hall: Repair, rust treatment and redecoration of rainwater goods. The removal of the old hall heating system, with its associated pipework, and a complete redecoration to the hall area.

Lingfield Road store: Complete internal and external rust treatment and redecoration to the building including steel floor plates.

Mowshurst Garage: Repair, realignment and redecoration of doors and windows.

Other works

There have been a number of incidents of rainwater ingress in Doggetts Barn and this will need investigation. Once this issue is addressed, the floor of the barn can be sealed and new carpets fitted. There will also be the usual annual servicing of the Doggetts Barn lift, various water and electrical systems servicing and certification, and gutter clearances, etc. The estimated cost for this work is £12,000 subject to inspection and tender process which are currently underway.

8.2.2 Planned Maintenance - 30 year Building Planned Maintenance – Year 1 (2017 - 2018)

The planned maintenance this year covers the following items.

The Oak frames of Doggetts Barn, Rickards Hall and Church House are to be renovated.

Doggetts Barn floor is to be resealed and re-carpeted.

The sandstone to the front of Church House is to be renovated and sealed to prevent further deterioration. Members

Resolved: to approved the report.

8.2.3 Asbestos report, to follow

8.3 Christmas arrangements

It was agreed that the staff should take their two contractual statutory days leave over the Christmas period. Both the office and groundstaff would work as normal on 22 December and return to work on Tuesday 2 January. Staff wishing to use annual leave or lieu hours to cover the 29 December could do so, or come into work if they prefer. Usually there is no sport over Christmas or the New Year weekend but this could not be confirmed yet.

The Market Yard toilets will be closed 25-26 December and 1 January inclusive. Both halls to take no bookings after 24 December until Tuesday 2 January. 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 2018

Resolved: to accept the proposed meeting dates 2018.

8.5 Councillor Training Review

An updated copy of the Councillor Training Schedule was circulated. Cllrs Alan Layland and Roger Bell have started ILCA, the online basic training course for Clerks and Councillors. Details of courses offered by KALC and NALC will continue to be circulated via Councillors' weekly update.

Resolved: that a training evening should be arranged on Licencing to take place on 16 October.

8.6 Review of services and facilities offered

The Edenbridge Services priority matrix was circulated and accepted as no new services had been added this year.

8.7 Tandridge Local Plan, Garden Village Consultation www.tandridge.gov.uk

Resolved: to respond strongly objecting to Tandridge's proposal for a Cross Border Garden Village. The grounds of the objection based on the guidelines for sustainable development in the NPPF, economic, social and environmental roles. The response to be considered at the Planning and Transportation meeting on 25 September before being submitted.

8.8 Sevenoaks District Council, Issues and Options consultation

Members wished Cllrs M McArthur, R Bell, A Layland, C Pearman, B Todd and the Clerk to include parking in their response to SDC Issues and Options consultation. The response to be considered at the Planning and Transportation meeting on 25 September before being submitted

8.9 Cooper Estates, Four Elms Road, Edenbridge

Members who had attended the first consultation held by Cooper Estates, were advised that due to a leaflet delivery failure (which was designed to publicise the event) a second consultation would be taking place. The new date and times are Saturday 23 September 11am to 6.30pm and Sunday 24 September 10am to 3.30pm.

A meeting was being arranged between George Gough-Cooper and Councillors to discuss the proposals.

8.10 Grass cutting, Stangrove Park, Marsh Green, Mowshurst Field and Allotments

Members considered the ongoing shortages in the grounds maintenance team at this busy time of the year when pitches need to be set and marked for both rugby and football. The warm wet weather resulted in the grass growing extremely fast and the remaining team were unable to keep up with the workload.

Resolved: to grant retrospective approval for Leppards to take over the cutting of Stangrove Park, the Field at Mowshurst, Marsh Green and the edges of the Allotments, as an interim measure at a cost for carrying out this work of £50 per hour.

8.11 NHS Edenbridge Medical Facilities Update

The press release and results of the doctors' consultation was circulated. The option to develop a modern purpose-built combined facility on a new site, with some additional clinical services and community support, but no inpatient beds, was the stated preferred option. They were now looking in detail at the two sites in Four Elms Road, and any other possible sites, and discussing them with the planners at Sevenoaks District Council. The consultation notes refer to the relocation of the war memorial which would be a council decision. Please see item below. A copy of the consultation results were circulated.

8.12 Remembrance Parade 2017 and possible relocation of War Memorial

The arrangements for this year's parade have been finalised with Cllrs Clive Pearman and Alan Layland and the President of the British Legion, as John Froud has decided to stand down as parade master. It was agreed that

- The Legion will continue to organise the wreaths, Service, seating and parade lineup.
- The Council, through Cllr Alan Layland, will apply for the Road Closure Order, arrange marshals, carry out briefing and control the timing of the procession.
- The Legion will bring the parade to attention, call for the standards to be taken down and raised, and dismiss the parade on its return to the Leather Market.
- The Legion will organize the order for the laying of wreaths and encourage ex service men and women to join in.

The Legion was advised that the Youth Forum wished to take part in the parade and lay a wreath.

War Memorial.

The Legion had discussed the possible relocation of the war memorial at their meeting and would not support it being located in Four Elms Road, due to the fact that it is too far for veterans and young children to march, they suggest a location around the Town Centre, church or cemetery. The Rev Stephen Mitchell had indicated that he would like it near the church. The Church is a listed building and approval would be required from the Parochial Council. Another possibility would be to locate it in the new part of the cemetery. Members

Resolved: to host a consultation regarding the relocation of the war memorial at the Annual Town Meeting 2018, and to formally express thanks to John Froud for his many years service as parade master.

8.13 High Street Improvements S106 funding

Members were advised that Cllrs James Barnet and Margot McArthur had met with Geoff Bineham, from Kent Highways, to discuss possible proposals for the Section 106 funding and to start feasibility studies.

The possibilities discussed included:

- Making an entrance from the High Street into the Market Yard car park, the exit to remain onto Forge Croft, and appropriate signage.
- Creating more parking in the High Street by removal of the yellow lines and, or increasing the number of marked spaces, possibly relocating the bus stop from outside Tesco. This could possibly be combined with the introduction of a 20mph speed limit.
- Introduction of 20mph speed limit.
- Enhanced signage, including a finger post at the top of Station Approach pointing to the Town Centre.
- Setting up a grant scheme to enable shops and homes to carry out improvements to the shop fronts, including masking of empty units with pictures etc.
- It is understood that the money available at the current time would not be sufficient but it would be useful to establish a ball park cost for making the High Street a shared use space.

Geoff Bineham will discuss the proposals with his superiors, late September and report back.

8.14 KCC Local Flood Risk Management Strategy 2017-2023

Resolved: that Cllrs M McArthur and A Layland should prepare and send the response on behalf of the council.

8.15 Police Commissioner's survey, PCC's Annual Policing Survey

Resolved: that members should respond individually on line.

8.16 Request to join Eden Valley Chamber of Commerce

Resolved: to advise the Chamber that the Council did not wish to become a formal member as there were concerns it could create a conflict of interests when offering grants.

8.17 Community Infrastructure Levy

The revised pro-forma to bid for additional CIL Funding has published by the District Council. The closing date for the next round of bids is Friday 1 December.

Resolved: that the Buildings Manager should prepare and submit an application to renovate the public toilets. Cllr Bob Todd to assist with the process and ensure that the application is submitted on time.

9. PRESS RELEASE

Members wished to publish a press release once the response to Tandridge District Council Garden Village consultation was complete.

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.

10. Confidential Items

10.1 Travellers Update

Members discussed the continuing problem of unlawful encampments in the town. One group had already been evicted twice using bailiffs, but had gained access to the Recreation Ground once the lock down procedures implemented by the Councillors and staff were removed. Councillors restated their view that Lawful Encampments would not be tolerated.

Resolved: that further action should commence to remove the travellers and action taken to prevent access to other areas of council land wherever possible. The significant costs to be borne from the Council Contingency Fund and Reserves if necessary.

10.2 Planning Issues

Members considered the proposal from Network Rail, who were seeking initial opinions on the possible release of land they own, off of Station Approach, for development. Members supported the comments already submitted by District Councillor John Scholey, requiring strengthening of the requirement for disabled access for both platforms and the complexities of parking since the implementation of parking charges.

10.3 Staffing Issues

10.3.1 Head Groundsman Interviews for the post of Head Groundsman had taken place and a decision was expected shortly. *James Skinner was appointed and took up his post on Monday 2 October.*

10.3.2 Information and Admin Assistant Following the ending of the fixed term contract, the vacant position of Information and Admin Assistant had been filled with a local applicant provided by an agency.

The Clerk left the meeting

10.3.3 Staffing Shortages Members discussed the unprecedented staff shortages endured this summer and the additional work required to deal with a string of traveller encampments. They acknowledged the pressure that this had placed on the remaining staff and

Resolved: that staff involved should be rewarded with a one-off non pensionable payment.

The meeting closed at 9.40pm.

Christine Lane

From: Piers Mason <PMason@tandridge.gov.uk>
Sent: 29 September 2017 14:49
To: Christine Lane
Cc: Sarah Thompson
Subject: Tandridge District Local Plan - Garden Village Consultation

Dear Christine,

Thank you for your letter of 26th September, the first I saw of which was on social media. I can only apologise for the lack of response to your letter of the 1st June. I have investigated why this has happened. I did discuss the request with my officers. Our conclusion was that there were potential issues with officers from one authority briefing a parish council in another authority area, particularly where there are also live planning policy matters. My understanding is that we contacted colleagues at Sevenoaks and I regret it appears that your request fell through the cracks between local authorities.

What we did do was to invite your parish to our parish workshops, which I understand was attended and leaflet material was offered. I have set out below what else we have endeavoured to do:

- Sevenoaks District Council have publicised our consultation on their website;
- Sevenoaks and Tandridge Councils respective communications teams have been liaising to try and ensure that messaging is consistent etc and look at opportunities to publicise the consultation and the events;
- We have publicised in the press and social media ;
- We have sent emails and letters to anyone listed on our database, which we know contains some Edenbridge and wider Sevenoaks residents;
- We have also placed a hard copy of the documents in the Edenbridge library;
- We held a drop in event in Lingfield on Friday 8 September and a drop in event at Blindley Heath on Thursday 14 September and people from Edenbridge have visited the drop in events we have held throughout our consultation.
- Sevenoaks Council also held drop in events across their District from Monday 11 September until Friday 15 September and the Council asked Sevenoaks' counterparts to promote our consultation.

As a consultation we remain open minded and I am very grateful for your Council's carefully considered response on the merits of this broad location. These comments will not only help Tandridge make a decision on a broad location to pursue but will also assist later in the process should this site not proceed and challenge come from the promoters. It is very important that we are able not only to justify the selection of any area but we are also able to justify why a particular area has not been taken forward. I will pass your letter through as a response to the consultation.

I am aware of the view that the broad location adjacent to Edenbridge is not supported by the Sevenoaks District Council consultation nor the emerging Edenbridge Neighbourhood Plan. But I have to respect the status of those emerging documents. They do not represent a policy position and I am therefore of the view that the site we are consulting on is a reasonable alternative that needs to be fully explored even if it is to be rejected. Sevenoaks Council will also need to carry out their own assessments of the site that has been submitted to them and only if both authorities found this to be a suitable location, would it be progressed jointly.

I hope this is of assistance and I give my assurance that your comments will be taken fully into account. I am again sorry that you did not get a reply to your letter of the 1 June and I hope the meeting, with other parishes in August, was of assistance. Our database contains your contact details and we will keep you updated. My team are available by phone should you have any difficulties or unanswered questions.

Yours sincerely,

LIST OF DATES FOR COUNCIL, COMMITTEES & OTHER MEETINGS IN 2018 Amended Oct 2017

Monday	1 January	Bank Holiday
Monday	8 January	Council Meeting
Monday	15 January	Open Spaces Committee
Monday	22 January	Planning/Finance Committees
Monday	29 January	Councillor Training (Private)
Monday	5 February	Emergency Planning Committee
Monday	12 February	Council Meeting
Monday	19 February	
Monday	26 February	Planning/Finance Committees

Footpaths Working Group

Monday	5 March	Personnel Committee (9.30am) other meetings if required (Private)
Monday	12 March	Council Meeting
Monday	19 March	Annual Town Meeting (8pm WI Hall)
Monday	26 March	Planning/Finance Committees

Eden Valley Tourism Forum (day time)

Monday	2 April	Easter Monday
Monday	9 April	Council Meeting
Monday	16 April	Open Spaces Committee
Monday	23 April	Planning/Finance Committees
Monday	30 April	

Monday	7 May	Bank Holiday
Monday	14 May	Annual Council Meeting
Monday	21 May	Planning/Finance Committees
Monday	28 May	Bank Holiday

Estate Review

Monday	4 June	Open Spaces Committee
Monday	11 June	Council Meeting
Monday	18 June	Forward Planning
Monday	25 June	Planning/Finance Committees

Leaseholders Blossoms, Nomads and Rec

Monday	2 July	Emergency Planning Committee (time and location to be confirmed)
Monday	9 July	Council Meeting
Monday	16 July	Open Spaces Committee
Monday	23 July	Planning/Finance Committees
Monday	30 July	

Monday	6 August	
Monday	13 August	Planning/Finance Committees
Monday	20 August	
Monday	27 August	Bank Holiday

Monday	3 September	
Monday	10 September	Council Meeting
Monday	17 September	Open Spaces Committee
Monday	24 September	Planning/Finance Committees

Footpaths Working Group

SLA Meetings

Monday	1 October	Councillor Training (Private)
Monday	8 October	Council Meeting
Monday	15 October	Grants/Charity Annual Meetings
Monday	22 October	Planning/Finance Committees
Monday	29 October	Forward Planning Committee

Eden Valley Tourism Forum (day time)

Monday	5 November	Emergency Planning Committee
Monday	12 November	Council Meeting
Monday	19 November	Open Spaces Committee
Monday	26 November	Planning/Finance Committees

Leaseholders Blossoms, Nomads and Rec

Monday	3 December	Chairman's Reception (Invitation only)
Monday	10 December	Council Meeting Internal Audit Review Board (9.30am) (Private)
Monday	17 December	Planning/Finance Committees
Monday	24 December	

Unless otherwise indicated, all meetings are open to the public, commence at 7.30pm and are held in **Rickards Hall**.

Minutes of the Meeting of the OPEN SPACES COMMITTEE held in Rickards Hall at 8.03pm on Monday 18 September 2017

Present: Cllrs T Bryant (Chairman), J Barnett (Vice-chairman), A Layland, M McArthur, S McGregor, and M Robson

In attendance: Cllr C Pearman
C Lane - Clerk K Staff – Deputy Clerk

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

1. APOLOGIES FOR ABSENCE

Cllr B Todd – family illness
Cllrs R Davison and J Woollorton were absent.

2. DECLARATIONS OF INTEREST, OR PREDETERMINATIONS

None.

The Chairman closed the meeting

3. PUBLIC QUESTIONS

Residents from Marsh Green expressed their appreciation for the Council's actions in evicting the travellers from the Green and preventing a return. They raised concerns including public health issues, vehicle damage to the grass, open fires, the feeling of intimidation, and whether the vehicles were legal. Further actions suggested included possibly adding measures to make access to the Green more difficult, and writing to the local MP, to address the constraints of the current law and lack of police support.

The Chairman thanked the residents for their comments and suggestions and re-opened the meeting

4. TO RECEIVE AND SIGN MINUTES OF THE OPEN SPACES COMMITTEE 24 July 2017

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 31 August 2017

Members noted the position for the first five months of the year. In consultation with the committee chairman, a water pipe burst at Forge Croft Allotments had been fixed, and members

Resolved: to endorse the urgent expenditure of £90 plus VAT to cut out the damaged section, replace, and re-connect.

6. CORRESPONDENCE

6.1 Bonfire Society re: use of the Recreation ground for fireworks display

Members considered the annual request from the Bonfire society for use of the Recreation Ground for the fireworks display, and

Resolved: that subject to completion of a Hire Agreement and meeting its Standard Conditions, and to liaison with the Rugby Club, to permit the use for a community event at no charge

6.2 Request for a picnic bench in Stangrove Park playground

Members considered a request from a visiting family who were disappointed that there was no picnic bench available in the playground at Stangrove Park. It was decided not to include this item in the current layout, because a bench prior to revamp in 2012 had been a focus for youth gathering and anti-social behaviour. No local residents had raised the issue to date, and it was

Resolved: not to add a picnic bench at this time.

7. HEAD GROUNDSMAN'S REPORT

7.1 Routine and seasonal work

Members noted that without a head groundsman in post, there was no formal report, and the lack of staff over the summer had made it very difficult to cope with the usual volume of work in the main mowing season. Contractors were engaged to cover the Cemetery, and last week to help short term with gang-mowing some of the larger grass areas.

A head groundsman had just been appointed and was due to start work on October 2nd. He had advised he needed trailer towing licence, and subject to checking the requirement members noted the cost of this would be approximately £785.

7.2 Groundstaff activity

It was noted the summer trees check had not been carried out, and would need to be done by the new Head Groundsman, but item 8.4 below covered tree issues.

Members noted the Kubota developed a fault, for which on safety grounds, and to keep the machine in operation at this difficult time, the Clerk authorised a swift repair at a cost of £413.04, completed and returned with 48 hours. Advice was also noted that the machine would benefit from a thorough service, at a cost of about £175, plus parts as required upon investigation.

The new gang mowers developed a fault, with a leak from the front gear box, was collected just before August bank holiday, and returned 12th September, having replaced the gear box to repair the leak. Council was fortunate to have the loan of a set of gangs during the two week period.

The Annual Review of Task Risk Assessments was due, and it was

Resolved: that Cllrs Bryant and Layland would help with this activity

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report

Members noted the burial report below

August 2017

One interment of ashes

One burial

One Grant of Right

8.2 To consider Year 2 works within the 10 year Maintenance Plan

Churchyard Walls

The Building Manager, in the absence of the Deputy Clerk, had attempted to meet with a surveyor to undertake a report on work required to the Churchyard/Market Yard wall, but had so far found it difficult to arrange a site meeting, for this and the other issues identified with the Churchyard walls, during a recent Quinquennial Church inspection. He continued to try to find a surveyor willing to inspect and report on the wall.

Hard landscape

All but one item of the works were complete, and the chestnut fencing intended for Forge Green allotments was being stored by the contractor while boundary issues and practical access were being resolved. Plottolders at Swan Lane allotments were very pleased with the new front fence, but had asked whether the gates/posts will be done. These were not in the plan this year, nor next. It was

Resolved: to obtain costs for replacing the four gates and posts to consider at November meeting.

Annual pumps service

The sewage pump serving the Sports Pavilion was serviced with nothing to report. The electricity supply to the Mill Leat pump kept cutting out, and so it was not possible to complete that service. Members considered advice from Council's electrician as to possible causes, and as the pump was now seven years old, running daily in a challenging location,

Resolved: to move the plug-in socket closer to the reservoir so the pump can be plugged in directly, and replace the pump with sufficient single length of cable to avoid a join, at a cost of £320 plus VAT for electrical works, and £824.50 plus VAT to supply and install a new pump – funding to be taken from the budget for pumps maintenance/repair.

Playground repairs

It was noted the play maintenance company selected last meeting had been commissioned to carry out the planned maintenance works (minus the fencing element), and had been requested to provide further costings for items highlighted by the Annual Playground Inspection (see item 8.8 below).

Having kept Spitals Cross playground on hold, and any changes to the site being still being some time off, it was

Resolved: to maintain the playground with *ad hoc* repairs as necessary.

8.3 To update the Action Plan from July annual monitoring visit

Members noted that following last meeting, the Action Plan had been updated, with items which had been completed signed off and removed, and new actions added.

8.4 To report the summer trees survey, and to consider tree works

Members noted the summer tree survey was not completed, but the team had reported any items of concern as they maintained the various open spaces. A very large branch sheared off an old oak at Mowshurst, blocking a pathway round the Millennium Wood, which the remaining team did not have the capacity to clear. A report and costing from the regular tree surgeon was considered, and it was

Resolved: to accept the quote from RWE Rural Services of £275 plus VAT to clear away, and £475 plus VAT to re-balance the crown with a 20% reduction.

Members considered a request from a resident for tree works in the Churchyard, as the large Copper Beech is over hanging his property. It was

Resolved: to check with the SDC tree officer whether works would be approved, as it is in the Conservation Area, and if so to offer the resident the opportunity to arrange the works himself at his expense, subject to the Council approving the proposal in advance and the professional tree surgeon providing the contractor Health and Safety documents required.

The resident who requested works to reduce a turkey oak in the Cemetery near to the Wall of Remembrance had taken up the Council's offer to arrange the reduction himself, with a professional tree surgeon who proposes to hard pollard the tree in the way it was done around five years ago, and had provided contractor Health and Safety documents we require.

Resolved: to approve the proposal for pollarding the turkey oak.

8.5 To review the Open Spaces Hire Agreement

Members reviewed the current Agreement, and noted that under Item 11 of the Standard Conditions (Cancellation by Hirer) the Council's discretion over fee payment or re-payment could include a percentage of the sum involved.

8.6 To consider defence of open spaces from unauthorised vehicles and encampment

Following unauthorised vehicles and encampments on open spaces maintained by the Town Council over the past six weeks, members discussed Marsh Green village residents' comments

and request that councillors consider increasing defence of the Green. Increased protection for other locations had also been suggested, for example more bollards at the front of Stangrove Park by the drop-kerb access off the car park, and at the rear access south of Norman Court. Any works would need to include provision for access for Council's maintenance machinery and other authorised vehicles. Indicative costs had been obtained for bollard defences at three locations, in the region of £3,266 plus VAT, and it was

Resolved: to refer the issue to full Council to consider the scope of defences and funding sources for the works; to investigate the possibility of reclaiming costs from the travellers for dealing with the incursion; and to write to the local MP raising concerns about the constraints of the law on dealing with incursions, the resulting burden of costs on small councils, and the need to engage the Police and Crime Commissioner about resources and priorities for the increasing problem.

8.7 To consider future groundstaff structure

Members noted the detailed record of the man hours spent grass-cutting at the Council's various sites, to help inform a review of groundstaff structure, and the contractor assistance which had been arranged for August and September.

Members were previously considering whether to take on any additional work around the town, and the implications this would have for staffing levels and team structure. The small group of members formed to review the staff structure, Cllrs McArthur, Layland, Todd, and the Clerk, would meet now the appointment of the Head Groundsman was confirmed.

8.8 To consider costing of items from Annual Playground Inspection Report

From annual independent inspection of playgrounds on 4 July, works not possible for the groundstaff had been costed by the playground company members selected for the planned maintenance work. Members considered the quote, and

Resolved: to accept the costing from Safeplay of £1,036 plus VAT, pending confirmation of the price for repair to two see-saws, and without the repair to the safety surface edging round the slide at Marsh Green which the committee chairman and vice-chairman would inspect for an alternative solution.

Following the decision regarding playground fencing maintenance at last meeting, alternative quotes had been sought from a local contractor, to cover repeated damage to fencing sections at Spitals Cross, and Stangrove Park. It was

Resolved: to accept the costing from Hever Countryside services at £470 plus VAT to repair the playground fence at Stangrove Park, and the fence at Spitals Cross for £1,752 plus VAT

8.9 To consider expenditure on vandalised items

Members noted the ownership sign at the eastern car park at the Rec had been vandalised, but the wording was out of date as shown by its "twin" on the western side car park. It was

Resolved: to seek costings to replace both signs for November meeting, there being £350 provision in the 10-year plan to replace the eastern one this year.

Replacement of a vandalised litter bin at Spitals Cross playground was considered, and it was

Resolved: to install one of the black metal hooded design in place on most of the other sites, at a cost of £392 plus VAT

One of the two Rescue Lines beside Stangrove Pond had been stolen, and a replacement urgently ordered at £33 plus VAT. It was

Resolved: to endorse this expenditure

8.10 To arrange the biennial street lighting review

Members considered arrangements for the biennial review of the quality and condition of street lighting maintained by the Town Council, due this autumn. It was

Resolved: that the committee chairman and vice-chairman would allocate groups of streets to councillors, in preparation for report to November committee meeting.

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

Members noted Cllr Layland as council Vice-chairman attended the In Bloom awards evening at Coolings Nursery at the end of July, and presented Edenbridge winners with their awards. The town again did well in the competition, and results and photo will be included in the Council's next newsletter.

10. PRESS RELEASE

Members wished to publish a press release on the proposed letter to the local MP regarding traveller incursion, and also a release on the success of Edenbridge entrants in the In Bloom competition.

The meeting closed at 9.25pm

Minutes of a meeting of the PLANNING & TRANSPORTATION COMMITTEE held in Rickards Hall on Monday 25 September 2017 at 7.30pm

Present: Cllrs J Barnett, Mrs J Davison, R Davison, A Layland (Chairman), V Maynard, M McArthur, S McGregor, B Orridge, M Robson.

In attendance: Cllr C Pearman, D Slater (Finance Officer), L Eaton (Admin Officer), no members of the public or press.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs R Bell (work commitment), T Bryant (work commitment), J Scholey (holiday) and B Todd (family commitment) .

2. DECLARATION OF INTERESTS OR PREDETERMINATION

Cllr S McGregor declared a pecuniary interest in item 9.1.1, being a near neighbour.

The meeting was closed

3. PUBLIC QUESTIONS – none

The meeting was reopened

4. TO RECEIVE AND SIGN THE MINUTES OF THE PLANNING & TRANSPORTATION COMMITTEE HELD ON Monday 14 August 2017

Resolved: that the minutes of the meeting held on 14 August be signed by the Committee Chairman as true and accurate records of the meetings.

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

6. PLANNING APPLICATIONS TO BE CONSIDERED

Demolition of existing garage at No. 22 Skeynes Road. Erection of a new 2 bedroom dwelling with associated external works within the curtilage. Provision of 2 no. additional on-site parking spaces. **22 Skeynes Road Edenbridge Kent TN8 5HD** Ref. No: 17/02715/FUL

Members support this application.

Demolition of existing car port. Erection of an oak frame two bay car port and the replacement of the existing pool house and garden outbuilding. Removal of chimney and alterations to fenestration. **Pittfield Swan Lane Edenbridge KENT TN8 6AJ** Ref. No: 17/02667/HOUSE

Members support this application.

Demolition of decking and external stairs. Installation of external insulation to existing rear dormer; re-cladding of existing rear dormer to accommodate insulation; alterations to fenestration to existing dormer and house; replacement clay roof tiles to the house; and insertion of roof light to front roof slope. **Burnwithian Stick Hill Edenbridge Kent TN8 5NJ** Ref. No: 17/02652/HOUSE

Members support this application.

Erection of a first floor extension above existing ground floor room. **Meade Cottage 67D High Street Edenbridge KENT TN8 5AL** Ref. No: 17/02654/HOUSE

Provided the Conservation Officer is satisfied, members support this application.

For Information

Oak (T1) - to reduce crown by pruning branches by up to 1.5 metres and reducing the height of the tree from 18 metres to 16.5 metres. **The Oaks 47 Highfields Road Edenbridge KENT TN8 6JW** Ref. No: 17/02820/WTPO

Works to Sequoia -To remove all dead and dangerous branches from the Large Sequoia. To thin out the heavier branches to reduce sail and risk of branch failure. **Whitelands Mill Hill Edenbridge KENT TN8 5DB** Ref. No: 17/02801/WTPO

Details pursuant to condition 5 (construction method of access and parking) of planning permission SE/16/029025/MMA. **Chiswell Farm Shernden Lane Marsh Green Edenbridge Kent TN8 5PR** Ref. No: 17/02809/DETAIL

Details pursuant to condition 4 (visibility splays) of planning permission SE/15/03468/HOUSE **2 Cornwallis Gardens Marsh Green Road Marsh Green Edenbridge TN8 5QE** Ref. No: 17/02783/DETAIL

7. **LICENSING APPLICATIONS TO BE CONSIDERED – none**

8. **SDC PLANNING DECISIONS – noted**

9. **PLANNING BUSINESS**

9.1 **9.1.1 Reserve Matters Land North of railway line and West of St Johns Way 17/01625/REM and 17/01626/REM**

To meet the deadline these items were considered outside the meeting.

Members have no further comments to add to those previously expressed.

9.9.2 Benchmark Cases Unit E Gaywood Farm

Planning application 17/00994/LDCEX for the continuous use for the manufacturing of wooden packing cases has been withdrawn

9.2 **Planning Appeals – none**

9.3 **Sevenoaks District Local Plan Issues & Options Consultation 2017**

Members discussed SDC's Local Plan and further minor comments were added to the response that had been prepared – this finalised document has since been submitted and published on the Council's website.

9.4 **Tandridge Garden Village Consultation**

After discussion, further minor comments were added to the draft response from Edenbridge Town Council, which has since been sent and published on the Council's website.

9.5 **Sevenoaks Housing Forum**

The Sevenoaks Housing Forum will mark the launch of the newly adopted Housing Strategy on 3 November 2017 at the Council Offices, from 3-5pm. Members

Resolved: that they would like places for the District Councillors and Cllr C Pearman.

10. **TRANSPORT BUSINESS**

10.1 **Road issues – none**

10.2 **Rail issues**

10.2.1 **Update from Cllr M Robson – noted**

10.2.2 **AGM Sussex Community Rail Partnership**

Sussex Community Rail Partnership is holding the AGM of the Steering Groups for the Tonbridge to Redhill/Reigate, the Uckfield and the East Grinstead lines at the Eden Centre 2-4pm on 9 October.

10.2.3 Graffiti at Edenbridge Station

Unfortunately, the mural at the top station had suffered a significant graffiti attack and it was unknown at this stage if it could be repaired.

10.3 Aviation issues

10.3.1 Update from Cllr C Pearman

The High Weald Councils Aviation Action Group is trying to organise a meeting but at present is lacking a chairman. However, on 9 October Cllr C Pearman is attending a meeting to address concerns that aviation matters are falling by the wayside.

10.4 Highways report – unavailable

11. PRESS RELEASE

Members wished to issue a press release on the Council's response to the Tandridge Garden Village Consultation.

The meeting closed at 8.10pm

Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 25 September 2017 at 8.11pm

Present: Cllrs Mrs J Davison, R Davison, A Layland, M McArthur, S McGregor (Chairman) and B Orridge.

In attendance: L Eaton (Admin Officer), D Slater (Finance Officer). No members of the press or public were present.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs T Bryant (work commitment), R Bell (work commitment), J Scholey (holiday) and B Todd (family commitment).

2. DECLARATIONS OF INTEREST

None.

3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 14 AUGUST 2017

Resolved: that the minutes of the Finance Committee meeting held on 14 August 2017 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)

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 S McGregor and R Orridge should sign the Financial Statement for the end of August 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: £84.00 Neighbourhood Plan Admin

Revenue reserves

Transfer In: Nil

Transfer Out: £35,000.00

5.7 Paragraphs 5.1 to 5.5 approved by resolution of the Council:

5.8 Invoices outstanding for more than 3months

Nil

6. FINANCE BUSINESS

6.1 Members' Allowances

Members noted the option of asking the Remuneration Panel to set allowances for Parish or Town Councils at a cost to the Council, and

Resolved: not to ask the Remuneration Panel to set an allowance, but members would continue to claim the mileage rate set by the Inland Revenue for out of parish travel expenses.

6.2 Internal Auditor's Report

The Internal Auditor carried out audit on 9 August 2017 and had forwarded his report to Cllr M McArthur as Chairman of the Council, and a copy was attached for members' information. Members

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

6.3 KALC Finance Conference

Kent Association of Local Councils (KALC) had notified the Council of the Annual Finance Conference on Thursday 12 October in Aylesford. This is a whole day event with a morning conference and afternoon workshop, costing of £60.00 plus VAT. Members

Resolved: that the RFO should attend this event.

6.4 Precept Payment and Investment

Members were reminded that the second half of the precept (£238,413) is due to be paid on 29 September. The Council has an investment of £250,000 due to mature on 10 January 2018, and a further £50,000 due to mature on 13 February 2018. Rates for investments are extremely low at present. Members

Resolved: to transfer the precept money into the Business Rate Reserve account at Barclays and receive 0.25%, and the RFO would check investment rates each month prior to Finance Committee meetings to see if rates were improving.

7. FINANCE CORRESPONDENCE

None

8. PRESS RELEASE

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

The meeting closed at 8.21pm

Paid Expenditure over £500.00 Aug

Start of year 01/04/17

Cheque	Paid date	Tn no	Net Cftee	Details	Heading
DD170801	Aviva	01/08/17	38010	£898.51	Aviva 2050/1
DD170815	15/08/17	37999	£803.06	OS E-On UK Plc	3130
IB170816	16/08/17	37942	£653.50	CS The Colvin Cleaning Group	2220/2/3
IB170816	16/08/17	37945	£581.62	OS Fleet (Line Markers) Limited	3050/2
IB170816	16/08/17	37960	£670.03	OS Pace Fuelcare	3070/5
IB170816	16/08/17	37961	£2,128.84	Play Place	1120
IB170816	16/08/17	37982	£560.00	CS Heat Company Ltd	2060/2
IB170817	17/08/17	37986	£4,988.22	KCC Pension Fund	2000/3
				Public Streetlighting	
				Cleaning Rickards Hall	
				Pitch marker	
				Gasoil for tractor	
				Water heater repairs	

Received Income over £500

July 2017

Start of year 01/04/17

Paying Ref	Paid date	Net Cttee	Details
10148	13/07/17	1,651.20	Allotment Holders rents
10150	20/07/17	592.17	Shaw's Fair -- hire of Stangrove Park
DC-170707	07/07/17	516.58	Sevenoaks District Council - Ground work maintenance
DC-170710	10/07/17	2,639.38	Lloyds TSB Corporate Markets - Interest on fixed term deposit

NOTES

Annual Liaison meeting Edenbridge Town Council and Sevenoaks District Council Liaison meeting

Thursday, 22 June 2017 at Edenbridge Town Council Offices - 10:00am

Present	
Cllr Alan Layland (Chair)	ETC
Cllr Jill Davison	ETC
Cllr Richard Davison	ETC
Cllr Margot McArthur	ETC
Cllr Stuart McGregor	ETC
Cllr Bob Orridge	ETC
Cllr Mark Robson	ETC
Cllr John Scholey	ETC
Christine Lane (Town Clerk)	ETC
Cllr Peter Fleming	SDC
Dr Pav Ramewal	SDC
Adrian Rowbotham	SDC

1. Notes from previous meeting

The notes from 16 June 2016 were approved.

Update on actions from the last meeting:

a. **Planned investment in Edenbridge including Stangrove and Spitals Cross Estates.**

Since the meeting in 2016, the District Council has been looking at the opportunities for investment and improvements to the amenity areas and managing the parking on the Stangrove and Spitals Cross estates.

As part of the preparatory work for the new local plan, the District Council commissioned an open spaces study that has assessed the quality and value of open space across the District. The District Council is also undertaking a survey of the trees on both estates to establish their condition.

There are a number of areas on the estates where an initial feasibility study has identified scope for a very limited amount of residential development and investment in local facilities that will

Action

be linked to improvements to existing play areas and amenity land. It is intended to share these initial proposals with the Residents Associations and Town Council in as soon as we have some definite information to share.

If the principle of those improvements is agreed, a period of consultation with the residents on the Estate would be held prior to submission of a planning application.

b. Promotion of tourism in the town.

The District Council is working with the Edenbridge Partnership, the Town Council, the Edenbridge Economic Group, and Chamber of Commerce on maintaining and strengthening the economic growth of the Town.

The District Council commissioned the Edenbridge Economic Study on behalf of the Town Council and Edenbridge Economic partnership and the draft Study will be circulated very shortly to stakeholders for review and comment. The study is intended to provide a range of short, medium and longer-term actions.

The District Council will, where it can, support the Edenbridge Partnership in delivering the actions and outcomes to be agreed that arise from the Economic study. Particular areas to consider are improving the attractiveness of the Town for new retail occupiers and how to boost the benefit of tourism to the local economy. The District Council is continuing to promote access to business support and advice through involvement with the Chamber of Commerce.

c. Community parking within the Grange Close area.

This was presented to the Joint Transportation Board last week where the proposals were approved for implementation.

d. Parking issues in Edenbridge Town.

SDC Parking Officers met with ETC on 25 April. Apart from looking at the ETC Town Council car parks and advising how capacity could be increased, which was fed back to ETC, there were no other actions required.

ETC Parking Group are looking into the impact of charging for parking on Station Approach.

e. Lessons learnt from the Westerham House planning process.

Officers have received additional training in giving presentations, and assistance, to Members at Development Control Committee; and Member training has been picked up through the programme administered by Democratic Services.

f. Disabled access at both railway stations in Edenbridge.

SDC officers are continuing to have discussions with Network Rail

and Southern about station improvements. There is no progress yet on disabled access but officers will continue to push this.

g. Medical facilities in Edenbridge.

See item 10.

2. Update from SDC (including Projects) - SDC

Cllr Fleming provided an update on the following:

- The decking of Bradbourne Car Park is now complete and is open to the public.
- The construction of the Sennocke (Premier Inn) Hotel commenced in June 2017 and is due to be completed in May 2018.
- Public engagement is taking place this week regarding the development of Buckhurst 2 Car Park.
- SDC is considering the options regarding a number of sites in Swanley.
- No major savings are currently planned in the 2018/19 budget. The council tax increase is expected to be 2 - 2.5% again.
- The Benefits surgery at Edenbridge LC continues to work well.
- James Cox liaised with Christine Lane regarding the travellers at Marsh Green last week. Christine was complimentary of the work James has done regarding travellers over the past year.

3. The land transfers for the relief road (ETC)

When the relief road was being constructed various parcels of land were agreed to be transferred between ETC, KCC, SDC and Sencio. It was a complicated issue with the intention that all the documents should be completed about the same time. It was intended to clear up some long-standing anomalies and to compensate various parties for land lost etc.

The matter stalled because KCC did not engage in the process. ETC to discuss this issue and contact SDC when they have decided how they wish to proceed.

ETC

4. CIL investment in Edenbridge (ETC)

CIL monies will be allocated by the SDC CIL Spending Board, the operation of which is being considered by PAC and Cabinet. ETC would be able to apply to the spending board. It is anticipated though that there will be significant interest in trying to secure the monies available due to the breath of infrastructure demands, their cost, and the unavailability of alternative funding. Importantly CIL is meant to provide top-up funding, and so should not be relied upon as a principal funding source. ETC receive 25% of all money levied from qualifying

development in the Town without the need for an application to be made.

5. SDC's Property Investment Strategy (ETC)

SDC have acquired the following two properties this year:

- 96 High St, Sevenoaks (M&Co) - retail, office, development
- Pembroke Road, Sevenoaks (Towergate) - office

Previous acquisitions:

- Swanley Working Mens' Club - development
- Suffolk House, Sevenoaks - office & refurb
- Swanley Petrol station and Supermarket

£18m spent to date. Council have approved a further £25m.

6. The sustainability of the High Street (ETC)

This was discussed at 1b above.

7. Neighbourhood Plan - the next steps (ETC)

ETC explained the stage the plan is at and the process going forward. Cllr Fleming congratulated ETC on the impressive work they have completed on the plan.

8. Tandridge Local Plan proposal for a cross border Garden Village (ETC)

Tandridge DC have contacted SDC about their proposals for a garden village on Edenbridge Golf Course, which is one of a number of sites, TDC are investigating.

ETC will be kept informed when SDC obtain any further information.

SDC

9. Update on Estate Parking (ETC)

This was discussed at 1a above.

10. Medical Facilities (ETC)

The NHS have led a consultation on future medical provision in Edenbridge. Several sites are being considered and both ETC and SDC will ensure they have an input as any options are progresses.

11. Possible School (ETC)

Following on from item 10, other land uses come into play depending on

which site is selected for the new medical facilities.

12. Any Other Business

None.

Meeting closed at 11:26

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

EDENBRIDGE TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report (KE0092)

~~(Except for the matters reported below)~~ on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

Paul Littlejohn

External auditor name

PKF Littlejohn LLP

Date

31-3-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Edenbridge

Application name	Description	Purpose name	Amount due	Amount received date
Barn Cottage, Crouch House Road, Edenbridge	Demolition of existing house on the site of Barn Cottage, clearance of site and erection of two 3 bedroom detached houses.	Affordable housing financial contribution	22,310.00	21/05/2016
SE/07/01932 Eden Valley School	Redevelopment of the site involving the demolition of the existing school buildings & the erection of a community centre & 40 residential dwellings together with associated landscaping & highway works. As amended by further information and plans received 15.11.2007. As amended by plans received 20.12.2007 As amended by further information received 08.07.2008	KCC Adult Education	7,200.00	17/02/2014
SE/07/01932 Eden Valley School	Redevelopment of the site involving the demolition of the existing school buildings & the erection of a community centre & 40 residential dwellings together with associated landscaping & highway works. As amended by further information and plans received 15.11.2007. As amended by plans received 20.12.2007 As amended by further information received 08.07.2008	KCC Highways Other	28,000.00	17/02/2014
SE/07/01932 Eden Valley School	Redevelopment of the site involving the demolition of the existing school buildings & the erection of a community centre & 40 residential dwellings together with associated landscaping & highway works. As amended by further information and plans received 15.11.2007. As amended by plans received 20.12.2007 As amended by further information received 08.07.2008	KCC Libraries	9,080.00	11/09/2013
SE/07/01932 Eden Valley School	Redevelopment of the site involving the demolition of the existing school buildings & the erection of a community centre & 40 residential dwellings together with associated landscaping & highway works. As amended by further information and plans received 15.11.2007. As amended by plans received 20.12.2007 As amended by further information received 08.07.2008	KCC Social Services	48,040.00	17/02/2014
SE/11/02489 13 Westways Edenbridge		Affordable housing financial contribution	22,310.00	22/03/2012
SE/11/02657 The Flat above Options, 35a High Street, Edenbridge	Change of use of first floor from B1 (office) to C3 (residential) to one bedroom flat, provision of parking space.	Affordable housing financial contribution	5,354.00	
SE/11/02929 Shefts Croft, Mill Hill, Edenbridge	Outline application for redevelopment to provide a mixed development including residential, veterinary surgery and ancillary works, with some reserved matters.	Affordable housing financial contribution	100,000.00	03/01/2014
SE/12/00123 Land adj to Coach Mill House, Edenbridge	Erection of a detached chalet style dwelling to include solar panels to roof and a detached car port.	Affordable housing financial contribution	26,772.00	25/10/2013
SE/12/00948 64 High Street, Edenbridge	Conversion of existing 12 hotel rooms and rooms to let into 4, self contained 1 and 2 bedroom flats.	Affordable housing financial contribution	23,648.60	
SE/13/01420 Former Tekram Factory Site, Mont St Aignan Way, Edenbridge	Erection of 2x2 bedroom and 2x3 bedroom affordable housing units; 1x2 bedroom, 8x3 bedroom and 1x4 bedroom dwellings with 18 car parking spaces and associated works.	Community contribution	152.47	
SE/13/01420 Former Tekram Factory Site, Mont St Aignan Way, Edenbridge	Erection of 2x2 bedroom and 2x3 bedroom affordable housing units; 1x2 bedroom, 8x3 bedroom and 1x4 bedroom dwellings with 18 car parking spaces and associated works.	KCC Highways other financial contribution	8,000.00	
SE/13/01420 Former Tekram Factory Site, Mont St Aignan Way, Edenbridge	Erection of 2x2 bedroom and 2x3 bedroom affordable housing units; 1x2 bedroom, 8x3 bedroom and 1x4 bedroom dwellings with 18 car parking spaces and associated works.	KCC Libraries	919.35	
SE/13/01420 Former Tekram Factory Site, Mont St Aignan Way, Edenbridge	Erection of 2x2 bedroom and 2x3 bedroom affordable housing units; 1x2 bedroom, 8x3 bedroom and 1x4 bedroom dwellings with 18 car parking spaces and associated works.	KCC Social Services	300.28	

SE/13/01437 Land South of Amberwood & Edelweiss, Swan Lane, Edenbridge	Erection of a detached chalet style house, and detached car port with creation of access/driveway.	Affordable housing financial contribution	19,632.80	13/03/2015
SE/13/01655 Shelbor Cattery, Hartfield Lane, Edenbridge	Outline application for erection of new dwelling on land adjacent to existing dwelling with all matters reserved	Affordable housing financial contribution	30,118.50	
SE/13/03048 77 Lingfield Road, Edenbridge	Demolition of existing bungalow and replacement with a new semi-detached pair of 2 storey houses.	Affordable housing financial contribution	15,617.00	04/03/2014
SE/13/03361 Derelict Oast House, Lydens Lane, Hever	Restoration and conversion of a former Oast House to a single residential dwelling with associated garden access and parking.	Affordable housing financial contribution	26,772.00	03/10/2014
SE/14/00131 Shefts Croft, Mill Hill, Edenbridge (See also SE/11/02929)	Demolition of existing lean-to to the outbuilding and conversion of existing outbuilding to part storage for veterinary practice and part residential (change of use).	Affordable housing financial contribution	3,901.00	
SE/14/01027 21 Springfield Road, Edenbridge. TN8 5HQ	Demolition of existing detached garage and erection of a two storey attached dwelling house with front porch, erection of cycle store in rear garden and installation of photovoltaic panels. The erection of a single storey rear extension and porch to existing house with photovoltaic panels. Extension to existing vehicular access and associated works	Affordable housing financial contribution	9,816.00	07/10/2014
SE/14/01153 Site of Edenbridge Bowling Club, Edenbridge	Erection of six No three bedroom dwellinghouses comprises four properties of two storey design and two properties of part single, part chalet style design with parking and associated landscaping.	Affordable housing financial contribution	134,752.40	
SE/14/01462 Totties, Mill Hill, Edenbridge	Demolition of existing dwelling and erection of 2 (No.) detached dwellings and detached garage, with additional on site visitor parking and alterations to existing vehicular access.	Affordable housing financial contribution	33,465.00	
SE/98/02583 Former Tekram Factory Site Edenbridge	The erection of offices (B1(a) and B1(b)) and 18 new residential units in a mews court. As amended by plans received 27.1.99 (revised design to plot 10) and plans received 02.03.99 (revised design to office buildings).2.3.99,	KCC Highways construction of Relief Road	50,000.00	
SE/98/02583 Former Tekram Factory Site Edenbridge	The erection of offices (B1(a) and B1(b)) and 18 new residential units in a mews court. As amended by plans received 27.1.99 (revised design to plot 10) and plans received 02.03.99 (revised design to office buildings).2.3.99,	KCC Highways first road works	45,000.00	
SE/98/02583 Former Tekram Factory Site Edenbridge	The erection of offices (B1(a) and B1(b)) and 18 new residential units in a mews court. As amended by plans received 27.1.99 (revised design to plot 10) and plans received 02.03.99 (revised design to office buildings).2.3.99,	KCC Highways further contribution to Relief Road	60,000.00	
Site of Edenbridge Bowling Club, Grange Close, Edenbridge	Minor material amendment to application SE/14/01153/FUL (Erection of six No three bedroom dwellinghouses comprises four properties of two storey	Affordable housing financial contribution	155,545.30	