



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 10 December 2018 at 7.30pm, which Councillors are summonsed to attend.

Town Clerk
05/12/2017

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.

Prior to the start of the meeting there will be a presentation by the Tenancy Manager and the Head of Support at West Kent Housing on their vision for older persons' housing in the district.

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS OR PREDETERMINATION
3. PUBLIC QUESTIONS AND STATEMENTS
The Council will receive questions and statements from the public (this is the only opportunity for members of the public to make a contribution during the meeting) and for members with pecuniary interests to speak on items on the Agenda. Both members and public are limited to not more than 3 minutes per person.
4. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 12 NOVEMBER 2018
5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA - none
6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Proposed extension and change of use of existing garage to residential accommodation. Cheras 12 Grange Close Edenbridge KENT TN8 5LT Ref. No: 18/03507/HOUSE

For information
Vehicular access. 27 Park View Close Edenbridge KENT TN8 5JF Ref. No. 18/03648/LDCPR
7. TO ADOPT THE FOLLOWING REPORTS
 - 7.1 Open Spaces Committee, 19 November
 - 7.2 Planning and Transportation Committee, 26 November
 - 7.3 Finance Committee, 26 November

- 7.4 County Councillor's Update
- 7.5 Emergency Planning Exercise, verbal update Cllr M McArthur
- 7.6 Working Group / Delegate Reports / Clerk's and Officers' Reports
- 7.6.1 Update from West Kent on Commissioned Youth Work and Edenbridge HOUSE

8. OTHER BUSINESS

- 8.1 Items referred from Committees for decision - none
- 8.2 Environmental Assessment 2018
- 8.3 Arrangements and suggestions for Annual Town Meeting
- 8.4 Residents Petition on Wayfinders and Reopening of the Market Yard car park from the High Street
- 8.5 Updated list of Council Meeting Dates
- 8.6 Kent Fire & Rescue - Safety and Wellbeing Plan update 2018
- 8.7 Edenbridge Medical Practice – Consultation Update
- 8.8 Police/PCSO Changes Edenbridge
- 8.9 Review of Communication & Public Engagement Strategy
- 8.10 CIL, Advice from NALC and Toilets reach stage 2 at SDC Board

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 Church House Preschool
- 10.2 Councillors Information
- 10.3 Local Plan

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS
Planning Applications for consideration

Proposed extension and change of use of existing garage to residential accommodation.
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7. TO ADOPT THE FOLLOWING REPORTS

- 7.1 Open Spaces Committee, 19 November**
- 7.2 Planning and Transportation Committee, 26 November**
- 7.3 Finance Committee, 26 November**
- 7.4 County Councillor's verbal Update**
- 7.5 Emergency Planning Exercise – verbal update Cllr M McArthur**
- 7.6 Working Group / Delegate Reports / Clerk's and Officers' Reports**
 - 7.6.1 Update from West Kent on Commissioned Youth Work and Edenbridge HOUSE**

8. OTHER BUSINESS

8.1 Items referred from Committees for decision, none

8.2 Environmental Assessment 2018

The solar panels on the roof of the Cemetery depot have generated 4,309 kilowatt hours of electricity this year. This is slightly higher than last year's figure, reflecting a higher sunshine hour index. This gives an estimated saving of over £4,200 since installation.

The project for adding solar panels to the sports pavilion roof was completed earlier this year, although there were some technical issues raised during the 5 year electrical installation testing carried out this summer. These issues have now been resolved by the installation company. Over 10,000 kilowatt hours have been generated since the installation was completed, giving an estimated saving of over £1,800.

The ground staff continue to use harvested rainwater for plant watering, and the collection system has once again been trouble free this year.

All new lighting installations continue to use LED technology, which should make for significant savings in electricity usage. In particular, high intensity LED security and emergency light fittings are gradually replacing other forms of illumination as they reach the end of their life. Where LEDs are replacing filament and low energy CFL bulbs, there continues to be a reduction in mercury and other toxins being released on disposal. Existing bulbs continue to be disposed of using appropriate environmental methods.

The decommissioning of the toilets at Blossoms Park will mean that building will shortly be removed from our asbestos register.

Martin Leach 4/12/2018

8.3 Arrangements and suggestions for Annual Town Meeting

The Annual Town Meeting is to take place at 8pm in the W.I. Hall on Monday 4 March. Usually representatives from District and County Council and the Police are invited to make short presentations and to take questions, in addition to the Chairman presenting her report. Some years, groups and organisations have been invited to host a table top display prior to the start of the meeting. Members might like to invite the Youth Forum to make a presentation as they will have completed their WW1 Project and will be starting planning for their trip to Kenya. Members may feel that the meeting may be a good opportunity to host a consultation on locations for the War Memorial, as the plans for the combined Medical Facility are now moving forward, and it will be a good opportunity to encourage residents to take up the opportunity of standing for election.

How do members wish to structure the meeting?

8.4 Receipt of Residents' Petition on Wayfinders and Reopening of the Market Yard Car park from the High Street

A social media petition, set up by a local resident, has been presented to the Council by email. It is on the Wayfinder Scheme and the re-opening of the Market Yard Car Park entrance from the High Street.

In the first three weeks the petition attracted 223 signatures and a number of comments. It is not possible to read the addresses that people have used when signing, and the originator of the petition says 'many people would not reveal their correct home address on a petition like this in any case. It is not intended to be a statistically valid consultation method but is a method of drawing the council's attention to the strength of feeling and reasoning behind many people's wishes not to spend money in this way. There are some useful comments made by some of the people who signed in terms of alternative suggestions and why the projects will make no difference to the economy of Edenbridge or the High Street in particular.'

The supporting statement for the petition reads as follows.

"Edenbridge Town Council wants to spend money on several very large pedestrian signs (2metres tall by 63 cm wide) in order to increase consumer spending on our High Street. We already have pedestrian signs and Edenbridge is a very simple town to find one's way around in. There is no evidence provided that these signs will make any difference whatsoever to increasing the economic success of our High Street. The project will cost at least £30,000.

In addition, they wish to open up a pedestrian walkway into the free public car park to one way traffic into the car park. This alleyway was closed off a few years ago as part of High Street improvements. It will cost an unstated amount of money to move the bollards, make safe pavements for the home and nursery school on each side of the alleyway, re do the lines and signs in the car park to match up with the new traffic flow in the car park, and change in where one can park due to the new traffic flows. The market will have to move further back into the car park on market days and even more parking spaces will be lost on market days. It is a backward step being sold to us as an improvement.

There was one public consultation event and the results from it are not reliable and part of it has been incorrectly analysed.

Stop this waste of money now and spend our money on things that are needed and which will make a positive difference to Edenbridge."

To read comments please click link and click on "read comments"

https://www.thepetitionsite.com/en-gb/takeaction/995/560/758/?fbclid=IwAR3aNRV_BgVXGFm7EjjOcjhcbayy-NeONLoKL38E8xagTl7Tg6fLs-Zpupg

How do members want to respond?

8.5 Updated list of Council Meeting Dates

Updated list attached, the CIL Board meetings have been added.

8.6 Kent Fire & Rescue - Safety and Wellbeing Plan update 2018

Kent Fire & Rescue Service (KFRS) has issued a safety and wellbeing plan update 2018 to give local people an update on the work they do and the range of services they provide. Further details on their plan update, together with a short survey and consultation about next year's Council Tax can be accessed via the following link <http://www.kent.fire-uk.org/about-us/plans-policies-and-performance/safety-and-wellbeing-plan-update-2018/> Hard copy information on the proposed Council Tax increases has been requested but not yet received. Hopefully it will arrive before the meeting.

Do members wish to respond and if so, who would like to take this forward?

8.7 Edenbridge Medical Centre - Consultation Update

The public meeting was well attended and the team expect to submit a planning application in the next few weeks and have been invited to come and make a brief presentation before the Council meeting on Monday 14 January. A copy of the slides from the consultation is attached for information.

At the meeting Tom Tugendhat MP requested letters from residents be sent to him regarding the current hospital site, so that he can lobby the Secretary of State for Health to add weight to the local view that proceeds from the sale of the war memorial site should be used for the benefit of people and community of Edenbridge. This would be in line with the intentions of those who originally donated the land and made other contributions. The Chairman is preparing a letter to be sent on behalf of this Council.

Do members wish to take any actions at this point?

8.8 Police/PCSO Changes Edenbridge

Sgt Ballard has confirmed PCSO Adam Pennington is to join the Met Police from January, until then he will be based at Swanley. PCSO Joe Cain will continue to cover Edenbridge assisted, when necessary, by PCSO Amy Hardy and PCSO Sue Harwood who cover Westerham. They are currently based at Edenbridge Police Station and will move to the Fire Station when it is ready. Recruitment is running now for deployment of a further PCSO to make up the compliment of four PCSO's based in Edenbridge, and this level is expected to be re-established in March 2019.

8.9 Review of Communication and Community Engagement Strategy

Cllr Alan Layland has requested members to look again at the policy, in light of the emerging use of social media. The policy was last readopted by Council in May 2018.

In addition to any other suggestions. do members wish to add the words 'a social media presence and' to item 2.9 before continuing with the words 'to maintain a web-site?'

8.10 CIL, Advise from NALC and Toilets reach stage 2 at SDC Board

Notification has been received that this council's application for funding from SDC CIL Board, towards the refurbishment of the public toilets, has passed stage two and will be considered at the board meeting on Tuesday 18 December at 7pm. Cllr J Scholey has been asked if he is willing to attend to answer questions if needed.

In response to a request for clarification from NALC legal section on the use of consultants and staff hours towards the development of infrastructure projects, the Clerk received a call prior to the written response below, explaining that it is not possible for a legal interpretation to be given as the responses from KALC and SDC were both correct, as the money should only be spent on infrastructure but expertise may be required to achieve the outcomes! The Law is silent on the issue, so the response received from NALC is therefore a pragmatic approach. The email states,

'Thank you for your time earlier. As mentioned, and taking a pragmatic and practical approach, it is arguable that you would need to spend funds on staff to ensure that CIL is spent accordingly. From the brief instructions and our discussion, most expenditure under CIL is done on a 'project based' approach it would make sense that some monies be reserved for staff to ensure that the project is undertaken properly. However, as explained any funds used would need to be taken from the money given to the Council, i.e. the 15-20% as it is likely the monies/budget from this 'pot' would be spent on a CIL project as a whole.

In our telephone conversation I gave the example of a project manager for a large redevelopment project, the response was that, much in the way that the council probably didn't have the resources to lay the bricks, it may not have the resources to develop or project manage the scheme, therefore it would be necessary to employ someone to do so. Under the pragmatic approach would be to wise to pay for this from the Town Council element of the CIL funding and to put into place the appropriate checks and balances

9. PRESS RELEASE

Are there any items on the agenda for which members would like 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 Church House Preschool

10.2 Councillors Information

10.3 Local Plan

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 12 November 2018

Present: Cllrs J Barnett, T Bryant, Mrs J Davison, A Layland (Vice Chairman), S McGregor, M McArthur (Chairman), G Middleton, C Pearman, J Scholey, and B Todd.

In attendance: Town Clerk, Admin Officer, Cllr P Lake, five members of the public, and no members of the press.

Prior to the start of the meeting Graham Wilson (Savills) and David Birchall (Miller Homes) presented proposals for development of Land at Old Barn Farm, Edenbridge, which were submitted to the District Council as part of the Local Plan Consultation. They believe that the site would be ideal for a development of 400 homes, a new Doctors Surgery, Care Home, Community Hub and an accessible Maintained Country Park. The plans are extremely flexible and they have not been developed past the concept stage.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs R Bell (unwell), V Maynard (business commitment), B Orridge (away) Cllr Z Roberts Smith (work commitment) and M Robson (unwell).

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

Cllr Jill Davison and Alan Layland declared a prejudicial Interest in Item 8.1

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,

A resident explained that four of the public were there to ask a series of questions verbally and 'silently' on the Wayfinder Scheme and the possible reopening of the car park entrance to which they required written answers. The Chairman read out the silent questions which related to the suggestions previously submitted for the town, the lack of overnight beds in the proposed Medical Centre, and plans for improvements to outdoor and play facilities. A further resident spoke on his objection to the Wayfinder scheme. The chairman offered to answer some of the questions but was told that a written response was preferred.

The meeting was reconvened.

4. TO CONFIRM THE MINUTES OF THE MEETING HELD ON 8 October 2018

Resolved: the minutes of the Council meeting held on Monday 8 October 2018 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 COVERED ELSEWHERE ON THE AGENDA – none

6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

Single storey side and rear extension with pitched roof and velux windows. **18 Forge Croft Edenbridge KENT TN8 5BW Ref. No: 18/03111/HOUSE**

Members support this application.

Demolition of existing single storey conservatory, and construction of new single storey rear extension with side porch. **Marlpit Farm House Swan Lane Edenbridge KENT TN8 6BA** Ref. No: 18/03358/HOUSE

Members support this application.

Minor material amendment to 17/03501/FUL **Land South Of Holmcroft And Farm Lodge Lydens Lane Hever KENT TN8 7EP** Ref. No: 18/03129/MMA

Members support this application.

Tree Works

Common Oak - Fell to ground level (TPO) **Capscape (Builders) Ltd Station Road Edenbridge KENT TN8 5NB** Ref. No: 18/03345/WTPO

For information

Side door and Master Bedroom window opening on East Elevation along with is to be blocked up. Rear sliding doors and window to be replaced with central Bi-Folding doors. Garage to be converted into Bedroom by exchanging the garage door for a window and insulating the interior. Internal door added to allow access into the converted garage. Chimneys to be removed in their entirety. Internal walls to be lessened for better flow of movement in the property and an ensuite to be added to Master Bedroom. **Headley 85 Lingfield Road Edenbridge KENT TN8 5DY** Ref. No: 18/03052/LDCPR

Details pursuant to condition 4 (bat boxes and enhancements) of planning permission: SE/16/02902/MMA. **Chiswell Farm Shernden Lane Marsh Green Edenbridge Kent TN8 5PR** Ref. No: 18/03293/DETAIL

Formation of vehicle access. **53 Church Street Edenbridge KENT TN8 5BQ** Ref. No: 18/03167/LDCPR

7. TO ADOPT THE FOLLOWING REPORTS

7.1 Finance Committee – Grants, 15 October

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

7.2 Annual Charity Meeting, Blossoms Park, 15 October

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

7.3 Annual Charity Meeting, Norman Foundation, 15 October

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

7.4 Annual Charity Meeting, Recreation Ground, 15 October

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

7.5 Planning and Transportation, 22 October

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

7.6 Finance Committee, 22 October

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

7.7 Forward Planning, 29 October

Residents' attention was drawn to Item 7 which explains how the committee intends to consider the proposals recently submitted by them.

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

7.8 Emergency Planning, 5 November

Resolved: that the minutes presented by Cllr B Todd be adopted

7.9 County Councillor's Report, verbal

Cllr Peter Lake advised those present of the changes to the Local Highways Team and the need to report drainage issues to ensure that winter flooding don't occur. KCC will be opposing the 2nd runway option at Gatwick on safety grounds. Despite his further actions to get the school bus service to Sevenoaks back, the situation is still not resolved. Observers are currently monitoring the number of pupils having to stand and he requests this Council's support in lobbying Cllr Roger Gough to try to get equal treatment for Edenbridge children.

Resolved: that Edenbridge Town Council would show support for his efforts by writing to Cllr Roger Gough in support of his actions.

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

7.10.1 Moorhouse Tile Works Application

Cllr Margot McArthur updated those present on the third proposal to develop this site, and the traffic implications it would have on Edenbridge.

7.10.2 CIL Board Meeting, 16 October

Resolved: that the notes presented by A Layland be accepted as a true and accurate record of the meeting.

7.10.3 Parking Sub Group, 17 October

Resolved: that the notes presented by S McGregor be accepted as a true and accurate record of the meeting.

8. OTHER BUSINESS

8.1 Items referred from Committees for decision

8.1.1 Ratification of Edenbridge Voluntary Transport Services Grant Application

Cllr J Davison and A Layland left the room.

Resolved: that the recommendation from the Finance Committee Grants meeting on October 15 be approved, allocating £1,000 of the available funding to Edenbridge Voluntary Transport Services.

Cllr J Davison and A Layland rejoined the meeting

8.2 Edenbridge combined Medical Facility preferred site announced /Edenbridge and District War Memorial Hospital – Cllr C Pearmans research, conclusions and recommendations

It was noted that the NHS West Kent Clinical Commissioning Group (CCG), Kent Community Health NHS Foundation Trust (KCHFT) and Edenbridge Medical practice had announced their preferred location for the new combined hospital and GP Surgery. They have chosen the KCC site on Four Elms Road. Tom Tugendhat MP is chairing a meeting on Friday 30 November from 6.30-8.30 at the W.I. Hall and residents of Edenbridge have been invited to come and see what this new 'Health and Wellbeing Centre' could potentially look like, and to let them know their views.

Cllr C Pearman expanded on the conclusions from the detailed paper he had prepared on the history of the War Memorial Hospital, stating that the perception had changed over the years and there had been a disconnect over time, but the donation of the land for a hospital remained constant. He advised Council to await the outcome of the application that has been submitted to list the building before considering any further action.

8.3 Edenbridge Police Station, PCC announces site to be sold

The Police Crime Commissioner Mathew Scott 'mentioned' in a press release relating to the move of Deal front counter, the sale of Edenbridge Police Station which in his words 'is operationally obsolete'. A copy of the press release is attached. The PCSO's are to be relocated to the Fire Station making a saving in running costs of £22,500. He states that the money received from the sale of the building will be available for future spend on policing. An invitation for him to come to Edenbridge and explain his reasoning has been declined.

Although the Police station has been closed to the public for some time it has provided a base for Officers starting their shifts and for the Rural Policing Team, boosting the number of Officers in the locality.

Resolved: to write to the Police Crime Commissioner pointing this out and requesting that the annual cost savings be spent in Edenbridge.

8.4 KCC Budget 2019/2020 consultation

The County Council is consulting on cutting its budget by £66 million, which together with net grant reductions of £28 million result in the need to raise and/or save £94 million. They propose increasing council tax by just under 3% plus the 2% social care levy which would raise £37 million, and the remainder would need to be found from making savings and already planned but limited use of reserves. At this stage the council is still to identify detailed plans for around £16 million pending the Chancellor's budget and local government settlement. Taken together, the proposed changes would add just over £1 per week to the KCC element of the council tax bill for a typical Band C property."

Members felt there was little point in responding to the consultation as the County has no option, and there was minimum chance of them changing the proposal.

**8.5 Community Infrastructure Levy – Revised Terms of Reference and Application Form
Details of funds received October 2018**

Sevenoaks District Council has paid a total of £383,954 into the Town Council's account, representing funds collected on its behalf from 1 April until 30 Sept 2018. These have been generated from development at 128 High Street, and Land North of the Railway line and West of St Johns Way.

The best practice management of the CIL funding processes is slowly emerging and the Edenbridge CIL Board proposes changes to its Terms and Conditions and application form now, and predicts further changes as the scheme progresses.

Advice has been sought from SDC and KALC regarding the use of funding to develop projects, for example, using consultants or staff time to carry out feasibility studies, or for the employment of project managers etc and conflicting responses were received,

Resolved: to approach KALC/NALC and request a formal opinion.

Resolved: to accept the revised Terms and Conditions.

Resolved: That Cllr T Bryant and B Todd should prepare a trial application that can be tested, and if proved to be effective adopted

**8.6 Wayfinders and Reopening of Car Park Entrance, members' reconsiderations
Wayfinder Scheme**

Members considered the recommendations from the Parking Group and

Resolved: to support the further development of the scheme. The next step to be to request two alternative designs for the wayfinders to be created for consideration. If, once these have been considered the scheme is to be progressed the wayfinder proposed for outside Costa should be removed from the scheme. Costs for alternative designs to be limited to under £5,000

For clarification, a final decision on this scheme has not been taken, it will be decided once further consideration of the style and final locations of the wayfinders has been explored. This preliminary work is to be funded from CIL or General Reserves, following clarification from KALC as to whether it classifies as an appropriate use of CIL funding.

Reopening of Car Park Entrance

Resolved: Before any further decisions are taken a Health and Safety Assessment be carried out, to include proposals for additional protection for 53 High Street. The Clerk advised that no further responses had been received from the original contractor, so if the scheme is to progress it would be necessary to find an alternative contractor. Costs for Health and Safety Assessment to be limited to under £5,000

For clarification, a final decision on this scheme has not been taken. This preliminary work is to be funded from CIL or General Reserves, following clarification from KALC as to whether it classifies as an appropriate use of CIL funding.

8.7 Advance Learning Module in Planning

KALC are running a pilot module p301 Effective Higher Level Planning at Lenham Community Centre on Friday 7 December 6.30-9.30pm. Cllr G Middleton expressed an interest in attending.

9. PRESS RELEASE

There were no items on the agenda for which members wished 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 Staff Legal Issues

It was reported that the Council's insurance company had confirmed that they had settled the outstanding staff legal dispute.

10.2 Representation at Local Plan Enquiry

So far the Council has benefited from having an advisor who has generously given his extensive and knowledgeable advice for no payment, however he has stated that he is not willing to represent the Council at the Local Plan Public Examination. The Draft Plan is due to be released for Consultation in December and members are aware of the intense interest from a number of developers who have plans prepared for development around Edenbridge, and intend to challenge the results of the draft plan, if their sites are not included. To protect against unwanted or excessive development, members considered appointing a planning consultant to formulate the Council's response, with a further option to appoint them to represent the town at the Public Examination.

Members considered the credentials of Tony Fullwood of Tony Fullwood Associates. He has experience of the Sevenoaks District and sound knowledge of Edenbridge. He successfully defended alterations to the Green Belt in the Allocations and Development Management DPD at Examination. Recently he has been working for a residents group who are opposing removal of sites from the Green Belt in the neighbouring Tandridge District. He comes highly recommended by the Council's current advisor.

With the scope and depth of the Local Plan, finding someone with the relevant experience who is not conflicted, already representing another interested party, is challenging. Members proposed further efforts to establish more quotes should be undertaken and considered.

Following the meeting further approaches were made to obtain other quotes, Three Consultants were conflicted, representing developers or other Councils. The company previously used by the Neighbourhood Plan has dissolved and the final company quoted a lower daily rate but had limited experience in Sevenoaks area. This information was considered by Cllrs M McArthur, A Layland, S McGregor and J Scholey. They approved the appointment of Tony Fullwood as the candidate with the best chance of being able to protect the town's position at the Enquiry

Resolved: Tony Fullwood be appointed initially to review the SDC site consultation plans and background documents for each of the potential sites for Edenbridge Town Council, to review SDC Draft Local Plan, review the evidence base and background documents, visit potential Green Belt sites (potentially 4), prepare the draft response from ETC with a view to attendance at the Local Plan Examination at a cost of £3,900

Resolved: to retain the option of his appointment to represent the Council for the key debates which would affect Edenbridge, including preparation and attendance time at his daily rate.

The meeting closed at 9.20pm

Minutes of the Meeting of the OPEN SPACES COMMITTEE held in Doggetts Barn at 7.30pm on Monday 19 November 2018

Present: Cllrs. T Bryant (chairman), B Todd (vice chairman), J Barnett, A Layland, G Middleton, and S McGregor

In attendance: Cllr C Pearman, Deputy Clerk, Head Groundsman

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

1. APOLOGIES FOR ABSENCE

Apologies were received, noted, and accepted from Cllrs R Bell (unwell), M McArthur (work commitment) and Cllr M Robson (unwell).

2. DECLARATIONS OF INTEREST, OR PREDETERMINATIONS

Cllr A Layland declared a non-pecuniary interest in items 6.4 and 11.1, being a member of the executive committee of the Chamber of Commerce.

The Chairman adjourned the meeting

3. PUBLIC QUESTIONS

Three members of the public raised questions and made statements concerning maintenance of a variety of open spaces through the town, and also put forward suggestions for future projects and increased involvement of members of the community. One set of questions was tabled, and committee members were advised the others would be e-mailed for members to consider. Where information was known, answers to questions were given at the meeting.

The Chairman thanked the members of the public for their contribution and the meeting was re-convened.

4. TO RECEIVE AND SIGN MINUTES OF THE OPEN SPACES COMMITTEE 17 September 2018

Members considered a recommendation from October Council meeting that the minute for item 8.7 be amended inserting the words in italics as follows: The draft Local Plan *allocations* do not include this proposal, *as the site has been identified in Appendix 8 (Blue Category) as too small*, but SDC Officers had indicated that... It was

Resolved: that accepting the amendment as proposed, 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 October 2018

Members noted the position seven months into the financial year.

Members noted that as agreed at last meeting, the committee chairman with the deputy clerk approved the costing for urgent tree works at Mowshurst adjacent to Four Elms Road, at £1,317 plus VAT, this being less than the maximum figure set by committee. It was

Resolved: to endorse this expenditure.

It was noted that reported wear to the boards over the River Eden retention dam had been repaired on safety grounds at a cost of £70. It was

Resolved: to endorse this expenditure.

6. CORRESPONDENCE

6.1 Great Stone Bridge Trust re: thanks for help with Watermeadows Project

Members noted the message of thanks for groundstaff help provided for the Watermeadows project on Make A Difference Day. Cllr Pearman on behalf of GSBT asked whether staff assistance could be available for the MADD event in early October 2019. It was

Resolved: subject to confirmation of the date, and with the Head Groundsman's agreement, two

staff could again support the activity day.

6.2 Allotment tenant re: gates replacement

Members were pleased to note a message of appreciation for the maintenance works from one of the tenants at Swan Lane site, and another had conveyed verbal thanks.

6.3 Marsh Green residents re: WW1 commemoration bench

Members considered a request on behalf of Marsh Green residents for a WW1 commemoration bench for the village. The bench provided at the war memorial at the hospital was for the whole parish, which includes Marsh Green, but it was

Resolved: to ask whether the residents' association could make a contribution to a bench, and where the residents envisaged it would be located on the Green.

Cllr Layland left the meeting

6.4 Chamber of Commerce re: French Market event 25th November

Members considered a request from the Chamber of Commerce for use of the Market Yard car park on Sunday 25th November for the annual pre-Christmas visit of a French Market, times proposed from 7am to 9pm and occupying the same area as the weekly Thursday market. Subject to completion of an Open Spaces Hire Agreement (received), and meeting its Standard Conditions, it was

Resolved: to give permission, including use of the Council's TN8 Licence covering its open spaces, with no charge as this is a community event

Cllr Layland returned to the meeting

7. HEAD GROUNDSMAN'S REPORT

7.1 Routine and seasonal work

Members noted the team's routine and seasonal work during September and October.

7.2 Groundstaff activity

It was noted the team had begun clearing undergrowth from the banks of the pond at Stangrove Park, and had taken down a lot of low overhanging branches, and planned to do the same on island in preparation for clearing as much of the duckweed off the water's surface as possible prior to proposed treatment over the coming months. With the increasing lack of water in the pond this was difficult, as was calculating the volume of water to treat as the level was so low.

One member of the public left the meeting

The team had begun maintaining the flower beds at the front of Edenbridge Town station, under the Station Partnership agreed by members. An overhaul included pruning existing trees and shrubs, and planting a few winter plants, and a fresh covering of wood chip from the stock pile in Stangrove Park.

The team had replaced some of the deck boards on the Retention Dam over the river, behind Church Street. The wood was purchased locally, and a contractor routed out grooves on the board surface.

The team replaced various posts on Council land around the town over a week in October. This included three gates and gate posts at the Swan Lane allotments, a large oak post by the entrance to the Leisure Centre at the bottom of Stangrove Park, as well as 14 posts around Pound Green.

Members considered the need to rewire the trailer to solve electrical issues with the towing vehicles at a cost of £90, which could be carried out alongside the proposed re-boarding of the trailer at £417. It was

Resolved: to commission S & N Machinery to carry out the re-wiring, and boarding repair in this financial year, from the equipment budget at a total of £507.

Members noted the team had installed the new bench at Edenbridge Hospital opposite the War Memorial in time for the 100th anniversary of the end of WW1 on Remembrance Sunday, and would be installing two new signs at Blossoms park to address dog fouling and littering issues, as discussed at the last meeting.

The planned decompaction of the sports pitches at the Recreation Ground and Mowshurst had yet to take place, due to ground conditions. However, these had recently improved, and contact made with the contractor to progress the works.

The remaining members of the public left the meeting

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report and to consider placing burial records on-line

Members noted the burial report updating the record of cemetery activity as follows:

September 2018

October 2018

One burial

One burial

Two interments of ashes

One interment of ashes

The possibility of placing burial records on-line was considered, but given the existing very low level of interest from people researching family history, it was

Resolved: not to investigate this option at the current time

8.2 To update the Action Plan from autumn monitoring sites visits

Members noted the Action Plan from the two autumn monitoring visits, during which members covered all but three sites, and that some items had already been addressed.

The next quarterly monitoring visits would be due in January.

8.3 To consider groundstaff tasks and structure review

Council at its October meeting approved a short contract for the temporary skilled groundsman for two days a week through the five "winter" months to March 31, and resolved that a review of the tasks and staffing levels of the grounds team should be undertaken to establish if additional staff in the winter is generally required. A small group comprising the chairman and vice-chairman of Open Spaces, a member of Personnel committee, and also of Finance committee, along with the Head Groundsman, is proposed for this task.

8.4 To consider costings for works from the annual playground inspection.

Members considered costing from Council's regular playground maintenance contractors for three repair items, and as agreed at last meeting for removal of the spring see-saw at Spitals Cross playground pending the proposed upgrade to the playground in 2019. After some discussion it was

Resolved: to accept the costing from Safeplay of £1,797.25 plus VAT, funding to be taken partly from Depreciation, and partly from Open Spaces general contingencies.

8.5 To consider current year works in the Open Spaces 10 and 30 year maintenance plans

Members noted that replacement of the wildlife information display board in Stangrove Park was in process, and a community volunteer artist had undertaken some renovation of the display painting.

Sewage pumping chamber at the Sports Pavilion

Following the annual pumps maintenance service on the Sports Pavilion sewage pump, the contractor had advised there was corrosion in the sewage chambers pipework, and members requested a quotation for replacement in this financial year. The contractor had provided details of the works required and costing, and also pictures from inspection showing the condition of the pipework. It was

Resolved: to commission Denton Pumps to progress the work at a cost of £2,206 plus VAT for parts and labour from the 10-year maintenance plan Budget.

Cemetery One gate pillars repointing

Members noted the difficulty in obtaining costing for this small amount of repointing work, and it was

Resolved: to accept the quote from Truebuild at £140 plus VAT

Annual gully emptying – Market Yard and the Rec east car park

Members noted the company selected for this task last year, again quoted the same price as previously, so in consultation with the committee chairman the cost of £790 plus VAT from County Clean was accepted in order to programme the work ahead of the winter weather. It was

Resolved: to endorse this expenditure

8.6 To consider works in the 2019/20 Open Spaces 10 and 30 year maintenance plans

Members noted the result of the triennial review of the maintenance plans was presented at Forward Planning committee, and the proposed revisions accepted.

Members noted the programme of scheduled works for next year in the 10 year plan and that costings were being sought. For the periodic tree survey these had already been received from three companies, which members considered. It was

Resolved: to commission Quaife Woodlands to carry out the survey to update the database, update the site maps, and the tree-tagging, at a cost of £4,850 plus VAT

Members noted that the Surrey parish council High Court appeal over a case resulting from an accident involving a bus and a falling tree, was dismissed last month. Therefore the original judgement stands, and a two-year period (or less) for tree survey is appropriate where there are justifiable reasons at each location (these include size and condition of trees, public access, proximity to transport and property). The Open Spaces 10-year Plan would therefore need to take this into account. Advice had been sought from Sevenoaks District Council's arboricultural officer, and is being sought from KALC, and from Council's insurers.

The key project in the 30-year plan is the refurbishment of Spitals Cross playground, as agreed at last meeting. Members had been circulated with the specification created previously for the design-and-build works, based on consultation with the local community regarding what play items they would like included on the site. Given the intervening time elapsed, it was

Resolved: to follow-up consultation with local residents, including use of social media, to establish if their views had changed, and to recommend that Council should review its communications policy.

8.7 To consider the committee Budget for 2019/20

Members considered costings for items of equipment identified for replacement next year, for Budget recommendation, and

Resolved: to recommend the following replacements:

Stihl KM90 Hedge cutter and pruner	£198
Billy Goat trolley	£970
Stihl chainsaw	£500
Rover rotary mower	£290
Rotary mower as above	£290
Flail mower	£5,350

Replacement for the Bipper van, planned for 2019, was also considered, and it was

Resolved: to recommend a maximum of £15,000 be included for replacing the Bipper

Members considered outsourcing of supply and maintenance of the High Street hanging baskets again next year, and

Resolved: to recommend £5,363 plus VAT be included for this provision

Members had also requested costing to consider additional fencing at the eastern end of Swan Lane allotments to deter deer incursion, and

Resolved: not to include the fencing at this time, but continue to monitor the site.

8.8 To consider expenditure on vandalised items

Costing for replacement to one half of the Cemetery Depot gates had been confirmed at £650 plus VAT, damage reported last meeting possibly caused from a vehicle reversing into it while shut overnight. It was

Resolved: to accept the quote from Ace Welding at £650 plus VAT, to be taken from the vandalism budget.

8.9 To consider measures to prevent unauthorised vehicle access to open spaces

Members noted additional bow-top fencing and lockable gates had been installed at the frontage of Stangrove Park, also two bollards to decrease the access to the path including the traffic lights end; similar fencing and lockable gates and a bollard had also been added for the rear of the Park.

Someone had tampered with the front gates and part of the lock was missing, and a replacement was being sourced. Meanwhile, the gates were padlocked. Members considered the issue of access for the annual fair, and

Resolved: to request a meeting with the fair operator to discuss access

At Mowshurst the pair of lockable large gates, and keep posts had also been installed. The central keep bolts needed adapting to compensate for the lower ground level in the middle of the access – members during the sites monitoring visit suggested welding extensions, and the cost was being sought.

At last meeting members considered knee-high rail for Blossoms Park entrance, and a gate instead of a drop-down post at the west side of the Recreation Ground. Ball-park costings for these items had been sought (ex VAT): supply and erect knee-high timber rail Blossoms Park c. £1,340; supply and install keyed-lock gate at the Rec c. £1,300-£2,000 depending on the style of gate.

Resolved: to pursue these potentially as “small projects” next year

Members noted the prevailing protocols for CCTV which form the lawful basis for the processing of data, as confirmed by SDC, and

Resolved: to investigate use of CCTV at Stangrove Park and the Recreation Ground

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES COMMITTEE

The addition of the five Awards letters to two names on the War Memorial was carried out *in situ* by a stone mason whose quote was referred to the chairman for approval following last meeting, at £60 plus VAT. The Hospital property section eventually gave permission to locate the WW1 Commemoration bench near the War Memorial, on the basis that the Town Council will be responsible for the maintenance, and it can be relocated if necessary.

Council’s representative to Kent branch of CPRE was unable to attend the branch AGM earlier this month, where the Rt Hon Damian Green MP was due to be keynote speaker, and John Wotton was elected as the new chairman.

The new location for the Mont St Aignan sun dial had been agreed at a site meeting at Great Stone Bridge riverside land on 7 November, which included Cllr Pearman (representing the Great Stone Bridge Trust) and a representative from the contractor. It was hoped the installation beside the footpath would take place in the next couple of weeks.

10. PRESS RELEASE

Members considered items from the Agenda for publicity, and

Resolved: that the consultation regarding Spitals Cross playground, and the relocation of the Mont St Aignan sundial, should be subjects for Press Releases.

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.

Cllr Layland and the Deputy Clerk left the meeting

11. CONFIDENTIAL ITEM

11.1 Communication regarding community events

Members discussed the application to use Market Yard for the French Market, and

Resolved: to request a meeting with the Chamber of Commerce to improve communication for any future events

Meeting closed at 10.57pm

Minutes of a meeting of the PLANNING & TRANSPORTATION COMMITTEE held in Rickards Hall on Monday 26 November 2018 at 7.30pm

Present: T Bryant, Mrs J Davison, A Layland (Chairman), S McGregor, G Middleton, B Orridge, J Scholey, B Todd (Vice Chairman).

In attendance: Finance Officer, Admin Officer, Cllr C Pearman. Four members of the public were present, but no press.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs R Bell (unwell) and M McArthur (work commitment).

2. DECLARATION OF INTERESTS OR PREDETERMINATION

Cllr T Bryant declared a non-pecuniary interest in planning application 18/02497/FUL, being a near neighbour.

S McGregor declared a non-pecuniary interest in planning application 18/03357/HOUSE as he knows a neighbour of the applicant.

The meeting was closed

3. PUBLIC QUESTIONS

Before the session started the Chairman advised that he was happy to take questions but as there was a lot a business to be conducted that evening, and as some of those present had or would be attending meetings with Councillors that week, he asked those present not to cover ground already covered in questions asked at previous meetings or which had already been responded to in writing. He asked for one question to be asked at a time so that, if possible, members would answer them that night. Silent questions would need to be voiced, unless the person concerned had a speech or language or other impairment that prevented them from expressing them.

Over recent months a great deal of Officer and Councillor time had been spent in listening and responding to residents' various concerns and suggestions. The Council was listening and had set aside time to re-examine suggestions, and its own Forward Plan, to see what might be possible to include within the boundaries of the finances available. Once this work was completed, the results would be publicised.

The Council only has a small team of Officers who work hard to manage a huge workload, and answering a constant stream of questions into the decisions of elected members was affecting the efficient running of the Council. If it was not possible for members to answer questions that night, they could be submitted but if they were on topics where information had been provided or was available in the public domain, they may be considered vexatious or, if answering them would result in a disproportionate or unjustified level of disruption, irritation or distress, they may be refused.

Three members of the public asked a large number of questions which included the wayfinder signs, opening up the drive to the Market Yard car park, responding to the Local Plan, the Town Council's response to the Local Plan, development on Stangrove estate, a school in Edenbridge, and the NHS/CCG meeting on 30 November about the new medical facility. The questions were answered by members.

The meeting was reopened

4. TO RECEIVE AND SIGN THE MINUTES OF THE PLANNING & TRANSPORTATION COMMITTEE HELD ON 22 October 2018

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

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

6. **PLANNING APPLICATIONS TO BE CONSIDERED**

Rear conservatory. **8 Minstrels Close Edenbridge KENT TN8 5GA** Ref. No: 18/03433/HOUSE

Members support this application.

Demolition of existing single storey side extension. Erection of two storey side extension and a single storey rear extension. Alterations to fenestration. **1 Skinners Farm Cottages Skinners Lane Edenbridge KENT TN8 6LW** Ref. No: 18/03235/HOUSE

Members support this application, subject to it meeting the 50% rule.

Removal of existing detached carport. Erection of two storey side extension and a new rear canopy. Alterations to fenestration and existing driveway re-laid with permeable block paving. **2 Foresters Cottages Mead Road Edenbridge KENT TN8 5DE** Ref. No: 18/03357/HOUSE

Members support this application.

Single storey side extension to forecourt sales building. Alterations to fenestration. **Esso Petroleum Co Ltd Champion Filling Station Station Road Edenbridge KENT TN8 6HL** Ref. No: 18/03535/FUL

Members support this application.

For information

4m lateral reduction of overhang of the Ash Tree (TPO). **30 Ridge Way Edenbridge KENT TN8 6AR** Ref. No: 18/03553/WTPO

Non material amendment to 18/00233/FUL. **Land At Station Road And Fircroft Way Station Road Edenbridge KENT TN8 6HQ** Ref. No: 18/03466/NMA

Formation of vehicular access including new hardstanding. **84 Springfield Road Edenbridge KENT TN8 5HQ** Ref. No: 18/03437/LDCPR

The following planning application was considered outside the meeting

Conversion of the former pub into 1No. two bed and 1No. three bed town houses with an extension into the roof. Demolition of out buildings linking the old stables to the pub along with a new extension to stables in order to create 1No. two bed house and 1No. one bed house. To the rear of the site a block of 3No. Flats consisting of 2No. one beds and 1No. two bed. Additional Plan for existing Proposed North Elevation (drawing Number P 2082-171) **Formerly The Star Inn 130 High Street Edenbridge KENT TN8 5AY** 18/02497/FUL

Members' previous comments still stand, other than overlooking which they now consider to be overbearing.

7. **SDC PLANNING DECISIONS – noted**

8. **PLANNING BUSINESS**

8.1 SDC Development Control Committee meeting re the Swan Inn

Development of a 3 storey Residential building. **Swan Inn Swan Lane Edenbridge KENT TN8 6BA** Ref. No: 18/00690/FUL

The Town Council objected to this application on three occasions and Cllr S McGregor had asked for it to go on the agenda at the Development Control Committee meeting on 13 December

2018. Members discussed who should represent the Town Council at the SDC Development Control Committee meeting, and

Resolved: to send an email asking for a volunteer to do so.

8.2 Planning Appeal APP/G2245/D/3205825

Members noted the appeal made to the Secretary of State against SDC's refusal of planning permission for the above was allowed, and an application for costs was allowed.

Cllr J Scholey commented that a large number of appeals against development in the Green Belt were being allowed, provided they weren't detrimental to the openness of the Green Belt.

8.3 Application for a Stopping Up Order – Land at Enterprise Way, Edenbridge

KCC intends to apply to extinguish highways rights on the grounds that they are unnecessary on land at Enterprise Way. There are two months to object to the proposal and the applicant has asked whether the Town Council is minded to. Members

Resolved: to have some further information before confirming they were content for this application to go through. Subsequent to the meeting, it was clarified the land concerned was the stub end of Alexir Packaging and would not have any impact on the access to the development at Land North Of Railway Line And West Of St Johns Way St Johns Way Edenbridge KENT.

8.4 Planning application for Covers Quarry, Westerham

Westerham Town Council is requesting support from neighbouring parishes against the application for Covers Quarry, Westerham, Kent Ref. No. KCC/SE/0495/2018. Members

Resolved: to support Westerham Town Council in principle, but are unable to make a substantial comment.

Four members of the public left

8.5 Street naming and numbering – Melbourne House Station Road Edenbridge KENT TN8 6HQ

Members noted that the units to be occupied on the above site by Lidl, Home Bargains and Greggs Bakers are to be named Unit 1, 2 and 3 Ramac Retail Park Station Road Edenbridge Kent TN8 6FU respectively.

8.6 Street naming and numbering – 45 Springfield Road Edenbridge KENT TN8 5HH

Members noted that the side plot development of 45 Springfield Road is now 45A Springfield Road.

8.7 Viewing planning constraints online

Members noted it was now possible to view planning constraints affecting Sevenoaks District on their website <https://maps.sevenoaks.gov.uk/planning/> and commented on how easy it was to use.

8.8 AONBs – Landscapes Review: Call for Evidence

Members considered the Government's request for an independent review of England's National Parks and Areas of Outstanding Natural Beauty but, as Cllr Mrs J Davison was already involved in the project,

Resolved: not to take part in this consultation.

8.9 Temporary closure of Public Footpath SR626

Members noted the temporary closure for Public Footpath SR626, at the railway crossing.

9. TRANSPORT BUSINESS

9.1 Road issues – none

9.2 Rail issues

9.2.1 Edenbridge Town station/Station Approach parking charges

Members were delighted that charging at the station car park and approach road on weekends was to be removed, hopefully from Saturday 1 December. Charging and enforcement will remain in place from 04.00hrs Monday to 03.59hrs Saturday at the peak daily rate. They

Resolved: to thank GTR for this concession to the community, and to ask if they would also consider removing parking charges between 18.00hrs to 03.59hrs Monday to Friday, which would enable users of the WI Hall to park near the venue.

9.2.2 Improvement works at Edenbridge Town station car park

The Network Rail upgrade to the station car park and road was noted.

9.2.3 Cash machine firm set to charge at GTR stations

Although there are no ATMs at the Edenbridge stations, GTR has advised that the provider of all those at their stations will begin charging £1.99 for each withdrawal.

9.2.4 Unblocking the Croydon bottleneck

Network Rail is holding a consultation on proposals to unblock the worst bottleneck on the railway network at Croydon to provide more reliable, more frequent and faster services on the Brighton Main Line and its branches. Their first round of consultation is now open, but members

Resolved: not to give a Council response at this time, but members could complete it for themselves.

9.3 Aviation issues

9.3.1 Gatwick draft Master Plan 2018 consultation

After a verbal update from Cllr C Pearman, members

Resolved: for HWCAAG to take the lead on responding to the consultation; and

to approach County Councillor P Lake and ask him to support the diversion of freight flights to Manston Airport.

9.3.2 High Weald Councils Aviation Action Group meeting

The minutes from the HWCAAG meeting held on 23 October were noted. Their next meeting is on 28 November and Cllr C Pearman is to attend. After the agenda was prepared, an email was received from Crispin Blunt MP asking for any points that should be raised on 5 December at the question and answer session between the Parliamentary members of the Gatwick Coordination Group and Stuart Wingate, Gatwick CEO. Suggestions will be dealt with on the 28th.

9.3.3 Gatwick Master Plan 2018 initial thoughts from HWCAAG – noted

9.4 Highways report – noted

10. PRESS RELEASE

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

The meeting closed at 8.35pm

Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 26 November 2018 at 8.37pm

Present: Cllrs T Bryant, Mrs J Davison, A Layland, S McGregor (Chairman), B Orridge, J Scholey and B Todd.

In attendance: 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 R Bell (unwell), M McArthur, (work commitment) and Z Roberts Smith (work commitment).

2. DECLARATION OF INTERESTS OR PREDETERMINATION

Cllr S McGregor Pecuniary interest Item 5.4 receiving a payment

3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 22 OCTOBER 2018

Resolved: that the minutes of the Finance Committee meeting held on 22 October 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 Mrs J Davison and B Todd should sign the Financial Statement for the end of October 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:	£155.00	Heavy duty padlock & chain
	£20.00	Sencio – water security staff

Revenue reserves

Transfer In: £383,954.80

Transfer Out: £20,000.00

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

5.8 Invoices outstanding for more than 3months

6. FINANCE BUSINESS

6.1 Fees and Charges

Figures had been prepared showing a 2.40% increase based on the Consumer Price Index (CPI) and 3.30% increase based on the Retail Price Index (RPI)). Members noted many costs, particularly utilities, are likely to continue increasing during the coming year. Members considered that as well as providing facilities for the residents, the Council needs to receive sufficient income to cover its costs and

Resolved: that all fees and charges set by the Council should increase by 3.30% for the coming year based on the Retail Price Index figure.

6.2 Council's Insurance – Low Claims Rebate

Members were pleased to note the Council had qualified for a low claims rebate again this year. This is a retrospective rebate following renewal of the policy, based on the number of claims during the preceding year (July 2017 - July 2018). The amount is £446.14.

6.3 Investments

Members were advised that a substantial CIL payment had been received and transferred to the Barclays Reserve account as agreed at October Finance Committee meeting. Members discussed the possibilities of investing these funds and

Resolved: this would not be possible until the Council knew how much CIL money would be spent in the next 12 months and when the Council would be asking people to apply. This matter is to be brought to the next Forward Planning/Council meetings.

7. FINANCE CORRESPONDENCE

7.1 Thank you letters for Grants

Members were pleased to note thank you letters had been received from Eden Christian Trust, Edenbridge and Westerham Citizens Advice and Edenbridge Community Christmas Association. All organisations were very grateful to the Council and wished to express their appreciation.

8. PRESS RELEASE

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

The meeting closed at 8.58pm

Paid Expenditure over £500.00 October

Start of year 01/04/18

Cheque	Paid date	Tn no	Net Cttee	Details	Heading
DD181001	01/10/18	39223	£936.72	Aviva	2050/1
DD181016	16/10/18	39210	£777.83	E-On UK Plc	3130
IB181017Pen	17/10/18	39229	£5,190.03	KCC Pension Fund	2000/3
IB181026	25/10/18	39149	£679.50	The Colvin Cleaning Group	2220/2/3
IB181026	25/10/18	39150	£964.00	Coppard Plant Hire Ltd	1100
IB181026	25/10/18	39156	£1,386.00	Haver Countryside Services	3140/2
IB181026	25/10/18	39170	£1,317.00	RWE Rural Services	3030/5
IB181026	25/10/18	39171	£2,340.00	Safefplay Playground Maintenance Services Ltd	1040
IB181026	25/10/18	39172	£1,080.00	Sevenoaks Direct Services	3050/11/8
IB181026	25/10/18	39173	£611.00	Sevenoaks District Council	3030/1
IB181026	25/10/18	39184	£4,823.00	Valley Builders	2060/7
IB181026	25/10/18	39187	£934.76	Cemetery Refund	3090/2
IB181026	25/10/18	39188	£1,141.00	TrueBuild	2060/7
				Buildings Insurance	
				Public Street lighting	
				Pension contributions	
				Cleaning Rickards Hall	
				Concrete blocks - Stangrove Pk	
				Hedge cutting various sites	
				Tree work	
				Repairs to Skate Park	
				Garden waste sacks	
				Emptying dog bins	
				Refurbishment works Rickards Hall	
				Refund of grave purchase	
				Work At Sports Pavilion	

Received Income over £500

October 2018

Start of year 01/04/18

Paying Ref	Paid date	Net Cttee	Details	
10235	12/10/18	£2,048.75	Edenbridge Allotment Gardens	Allotment rents
10236	24/10/18	£1,345.05	Ritagate Ltd T/A Bray Associates	Market rents
10237	24/10/18	£599.60	Sale of garden sacks	
DC181026	26/10/18	£383,954.89	Sevenoaks District Council	CIL Payment

Graves for Burial	RPI		RPI		RPI		RPI		RPI	
	01/01/2017	01/01/2017	01/01/2017	01/01/2017	01/01/2018	01/01/2018	01/01/2018	01/01/2018	01/01/2019	01/01/2019
	Resident	Trebled	Resident	Trebled	Resident	Trebled	Resident	Trebled	Resident	Trebled
	2.00%	2.00%	4.00%	4.00%	4.00%	4.00%	3.30%	3.30%	3.30%	3.30%
Pre-Purchase										
Grant of Right	206.20	618.60	214.50	643.50	221.60	664.80				
Maintenance Charge	402.40	1207.20	418.50	1255.50	432.30	1296.90				
Total Fee	608.60	1825.80	633.00	1899.00	653.90	1961.70				
New Graves										
Grant of Right	206.20	618.60	214.50	643.50	221.60	664.80				
Maintenance Charge	402.40	1207.20	418.50	1255.50	432.30	1296.90				
Opening Fee	89.60	268.80	93.20	279.60	96.30	288.90				
Total Fee	698.20	2,094.60	726.20	2,178.60	750.20	2,250.60				
Grave reopening										
Opening Fee	89.60	268.80	93.20	279.60	96.30	288.90				
Infants Grave										
Up to 12 Months (including miscarriage/stillborn)										
Grant of Right ½ Fees	103.10	309.30	107.25	321.75	110.80	332.40				
Maintenance Charge ½ Fees	201.20	603.60	209.25	627.75	216.15	648.45				
Opening Fee	6.20	18.60	6.45	19.35	6.65	19.95				
Total Fee	310.50	931.50	322.95	968.85	333.60	1000.80				
Child Grave										
Over 12 Months but not exceeding 12 years										
Grant of Right ¾ fees	154.65	463.95	160.88	482.63	166.20	498.60				
Maintenance Charge ¾ fees	301.80	905.40	313.88	941.63	324.25	972.75				
Opening Fee	18.50	55.50	19.25	57.75	19.90	59.70				
Total Fee	474.95	1424.85	494.00	1482.00	510.35	1531.05				
Grave digging										
Burial of Ashes										
In traditional Ashes plot (all now reserved)										
Grant of Right ½ Fees	103.10	309.30	107.25	321.75	110.80	332.40				
Maintenance Charge ½ Fees	201.20	603.60	209.25	627.75	216.15	648.45				
Opening Fee	89.60	268.80	93.20	279.60	96.30	288.90				
Flat Stone marker	17.30	51.90	18.00	54.00	18.60	55.80				
Total Fee	411.20	1233.60	427.70	1283.10	441.85	1325.55				

	01/01/2017	01/01/2017	01/01/2017	01/01/2018	01/01/2018	01/01/2019	01/01/2019
	Resident	Trebled	Resident	Trebled	Resident	Trebled	Trebled
	2.00%	2.00%	4.00%	4.00%	3.30%	3.30%	3.30%
Reopening of ashes plot							
Opening Fee	89.60	268.80	93.20	279.60	96.30	288.90	
Reopening graves for ashes							
Opening Fee	89.60	268.80	93.20	279.60	96.30	288.90	
Wall of Remembrance Ashes Lawn							
Grant of Right 1/2 Fees	103.10	309.30	107.25	321.75	110.80	332.40	
Maintenance Charge 1/2 Fees	201.20	603.60	209.25	627.75	216.15	648.45	
Opening Fee	89.60	268.80	93.20	279.60	96.30	288.90	
Wall Plaque Fee	65.70	197.10	68.35	205.05	70.60	211.80	
Total fee	459.60	1378.80	478.05	1434.15	493.85	1481.55	
Fees for Plaque							
Without interment	205.00	615.00	213.20	639.60	220.25	660.75	
Additional inscription	48.70	146.10	50.65	151.95	52.30	156.90	
Fees for Memorials							
Headstone or cross	76.10	228.30	79.15	237.45	81.75	245.25	
Kerbstone (not in Cem 3)	76.10	228.30	79.15	237.45	81.75	245.25	
Monument for Ashes Plot	76.10	228.30	79.15	237.45	81.75	245.25	
Inscribed vase (not at Wall)	35.40	106.20	36.80	110.40	38.00	114.00	
Any further Inscription (Or Replacing a Headstone)	54.40	163.20	56.60	169.80	58.50	175.50	
Benches							
No Further benches to be installed in the Cemetery. Locations by agreement with ETC							
Admin Fee - Memorial Bench	31.65		32.90		34.00		
Maintenance Fee for 10 years	579.50	1738.50	602.70	1808.10	622.60	1867.80	
Total Fee	611.15		635.60		656.60		
Admin Fee - Tree with plaque	31.65	63.30	32.90	65.80	34.00	68.00	
Admin Fee - Shrub with plaque	31.65		32.90		34.00		
Admin Fee - Rose with Plaque	31.65		32.90		34.00		
Other General Fees resident & non resident							
Searching Burial Registers (first half hour)	10.00	10.00	10.00	10.00	10.00	10.00	
Additional time per half hour	10.00	10.00	10.00	10.00	10.00	10.00	
For each certified copy of entry	5.00	5.00	5.00	5.00	5.00	5.00	
Transfer - Grant of Right	25.00	25.00	25.00	25.00	25.00	25.00	
Plaques for the Wall of Remembrance are available only through Yew Tree Stone at a cost of £228.00 (at present) for the plaque including 40 letters on granite.							

RICKARDS HALL (VAT Exempt)				
	2017	2018	2019	
	2.00%	4.00%	3.30%	
	Retail Price Index	Retail Price Index	Retail Price Index	
General rate (Monday to Friday)	15.75	16.40	16.95	per hour
Weekend rate	16.95	17.65	18.25	per hour
Saturdays 8.30am - 12.30pm	51.90	54.00	55.80	
Special Saturday Night Rate 6pm - midnight	105.05	109.25	112.85	
6pm - midnight if booked by the hour	20.30	21.10	21.80	per hour
Commercial bookings	23.00	23.90	24.70	per hour
Youth Rate	8.05	8.35	8.65	per hour
Playgroup	5.80	4477.00 per annum 6.05	4625.00 per annum 6.25	

OTHER FEES AND CHARGES ETC				2017	2018	2019	
				2.00%	4.00%	3.30%	
Forge Sinters Building			368.75		383.50	396.15	per annum
Edenbridge Rugby Club Renewed annually 8 April RPI at 1 January each year.			3,472.00 694.40 4,166.40	3,611.00 722.20 4,333.20			per annum VAT
E/B Rugby Club (Additional Pitch marking)			21.45 4.30 25.75	22.30 4.45 26.75	23.04 4.61 27.65		Per hour+VAT
E/B Rugby (Ultimate Frisbee)			50.00 10.00 60.00	52.00 10.40 62.40	53.71 10.74 64.45		Per pitch+VAT
Edenbridge Cricket Club (Bi annual Review due 1/5/19)			618.15	618.15	638.55		per annum
Allotments: Edenbridge Allotment Gardens (Rents per annum from 1 April the following year ie increase approved in 2016 takes effect 1/4/2018)			6.00 26.10 Effective 1 4 2018	27.15 Effective 1 4 2019	28.05 Effective 1 4 2020		per plot
Allotments: Marpit Hill (Rents per annum from 1 April the following year ie increase approved in 2016 takes effect 1/4/2018)			15.70 Effective 1 4 2018	16.30 Effective 1 4 2019	16.85 Effective 1 4 2020		per plot
Mowshurst: Rent of Garage			64.71 12.94 77.65	67.30 13.45 80.75	69.50 13.90 83.40		per month VAT
Nomads - rent of ground (Bi annual review due 1/1/19 see lease based RPI published in month preceding review date) Release date 19 12 2018.			1,200.00	1,200.00			per annum
Market Rent - Review due 1/4/18 based on December CPI Figure			5248.85	5380.20			per annum
River fields			85.96 17.19 103.15	89.42 17.88 107.30	92.38 18.47 110.85		per path cut (when required) VAT
Leathermarket maintenance			641.13 128.22 769.35	666.79 133.36 800.15	688.79 137.76 826.55		per quarter VAT

OTHER FEES AND CHARGES ETC cont.		2017	2018	2019	
Circus & Fair		2.00%	4.00%	3.3%	
		592.17 118.43 710.60	615.88 123.17 739.05	636.21 127.24 763.45	per week VAT
Town Band Hut		66.40	69.05	71.35	per annum
Eden Valley Museum Trust (based on previous 5 year %'s)					per quarter
Next increase Jan 2020		1,000.00	1,000.00	1,000.00	
SDC Maintenance Contract		516.59 103.31 619.90	537.25 107.45 644.70	555.00 111.00 666.00	Per quarter VAT
W.I. Hall Admin Services		887.83 177.57 1,065.40	923.34 184.66 1,108.00	953.83 190.77 1,144.60	half yearly VAT
Plus photocopying & printing cost £75.00 inc VAT included in amount					
Payroll Services WI HALL MGMT/CAB		123.17 24.63 147.80	128.09 25.61 153.70	132.33 20.47 152.80	annual VAT
Freedom of Information Act - response to requests Set by statute		Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	per A4 Sheet
Byelaws		.10p	.10p	.10p	Per full copy B&W
Photocopying for the Museum, Sports Association etc. Laminating		.06p .12p .30p	.07p .14p .30p	.07p .14p .30p	per A4 Sheet B&W Colour Laminating
Copy of accounts for Electors		£1 per copy	£1 per copy	£1 per copy	

Update from West Kent on Commissioned Youth Work and Edenbridge HOUSE

We are really grateful and appreciative of both the Town Council and the Great Stonebridge Trusts support and funding which allows us to deliver quality youth work in Edenbridge

Overview

The University of Kent carried out an independent evaluation of our youth services which was published in 2016. This gives more information about the long-term impact of our youth services. Also available is our most recent social impact report – both just give a bit of background.

No Bother (crime prevention project)

This project has been developed as a result of youth work staff engaging with young people who are committing crimes or at risk of committing crime/ further criminal activity. This programme aims to inform young people about making right choices and highlight the risks associated with criminal activity and how what seems like an inconsequential choice can have an impact on the rest of a young person's life. Over this last year in particular, we are having an ever increasing amount of referrals or requests from Parish Councils, Schools and other community based organisations to ask us to work with individual young people and groups around risky behaviour and ASB/ crime. This project will include working with ex-offenders to bring levity to the realities of a life of crime and the impact this can have on the young person and those around them. This project looks to break cycles and patterns of bad behaviour in a preventative way, to better young people's lives and the lives of all members of the community in the Sevenoaks District. We will teach young people about how to effectively manage conflict early on, to help them manage situations in their everyday lives, that otherwise may see them become involved in drugs and alcohol misuse and violence. We would open up referrals to this project across the district and look to educate young people about the risks associated with crime, gangs, ASB and becoming involved with drugs, drug dealers, and grooming. These are all issues facing young people today, which we are seeing more and more in the Sevenoaks District and would like to be able to take some effective preventative action to stop this from escalating in the lives of individuals, but also in the District as a whole. We have good links with the local PCSO's who have committed to joining some of our sessions next year and supporting in any way they are able. In addition to this the Kenward Trust have committed to visiting sessions and bringing ex-offenders to work with our young people. The project would take place over 24 weeks/ 6 months, with a three hour session once per week and additional support provided at our drop in centres. The project would culminate in the Rescue Challenge experience weekend for the 12 most at risk young people. This project will be based in Edenbridge and we have currently identified 12 young people who are at risk of committing crime/ more crime. Our approach is a positive and empowering one, focused around making right choices for the future. We are currently looking for funding for this programme (have applied to SDC) and for the Rescue Challenge Weekend (still looking to fund – would be somewhere in the region of £1.5 – 2k), which is based in Surrey and is a scenario based challenge. The weekend puts young people in various crime related scenarios, culminating in a mock court case. This aims to bring an aspect of reality to the consequences of poor decision making, whilst also building team and communication skills within the group.

Kenya

As you have already heard about at the Edenbridge Youth Forum, our members are keen to carry out a research and volunteering project in 2020 (the reason for 2020 being that the young people want to utilise 2019 to complete their WW1/ Centenary project and hold a presentation evening). The idea of travelling to Kenya, and developing this project was discussed as part of the trip we made to France. The young people came away from France with a very strong feeling of gratitude for the lives they lead here at home, and the opportunities and funding they have received which helps them to better themselves. The young people are interested in researching what the impact of a lack

of youth work provision and opportunity would have on the lives of a young person/ young people, particularly in a third world country, where there is a severe lack of this. They would also like to be able to give up their time, and 'give something back' after being the recipients of so many opportunities and support here in Edenbridge. They would like to volunteer their time providing a programme of activities in an orphanage in Kenya, and touring the area making renovations to some local children's centres in the country. They will use their volunteer time as an opportunity to carry out their research and would like to develop a consultation questionnaire. As I know you are already aware from the most recent youth forum meeting, this project is in the very early stages of development and we are exploring how we could support the young people to make this a reality. As Cheryl has mentioned, although this is in the very early stages of exploration, we believe the costs would be somewhere in the region of £25k.

8-12's Edenbridge

West Kent deliever several 8-12's clubs across the Sevenoaks District and in the Medway area. Our 8-12's Club in Edenbridge was launched in April and is based at the Eden Centre, Thursday evenings from 3.30pm – 5.30pm. We would be glad to have you visit, if you'd like to come along and see the club for yourself. The aims of the project are to: Provide low cost recreational and educational activities for children aged between 8 and 12 years in their own community, Promote acceptable behaviour and responsibility by encouraging children to devise and adhere to their own 'Charter of Rights', Increase children's self-confidence, skills and interests by introducing them to a wide range of activities in a safe and caring environment. The project provides regular, low cost, locally based activities in a safe environment with an emphasis on behaviour and positive communication and has been very successful in supporting the children who attend. Children can join the club by referral only, ensuring the most in need children are a priority. As you asked about what kind of activities we do, this year we have been working on a passport to the world project, where the children try new foods, learn some foreign language and in general learn about other cultures and countries. Each child has a passport and gets a stamp when we cover a different country each week. In addition to this we take the children swimming once a term and often on another trip out such as to see a pantomime, or go to a roller disco. Each summer we take all the children across our clubs to a residential, where they all get to meet and make new friends.

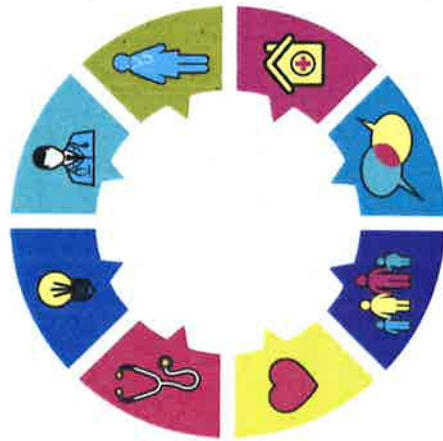
Please let me know if you would like some more information, or to discuss any of the above a bit more.

Many thanks again for all your support, which is so much appreciated by everyone at West Kent and all of the young people who access our services in Edenbridge.

Charlotte Ede
Youth Services Manager
01732 749420 ext.545

Revised Oct 2018

Unless otherwise indicated, all meetings are open to the public, commence at 7:30pm and are held in **Rickards Hall**.



Edenbridge update event

NHS West Kent Clinical Commissioning Group (CCG)
Kent Community Health NHS Foundation Trust
Edenbridge Medical Practice

30 November 2018

Agenda

- Welcome: Tom Tugendhat, MP
- Overview of the project so far: Adam Wickings, Deputy Managing Director, NHS West Kent Clinical Commissioning Group
- Joined-up care – how will it work? What will be better?: Victoria Cover, Head of Clinical Services – Urgent Care and Hospitals, Kent Community Health NHS Foundation Trust (KCHFT)
- Social prescribing: Dr Simon Morrison, Senior Partner Edenbridge Medical Practice
- Vision for the building: Carl Dodd, Project Manager
- How you can get involved: Natalie Davies, KCHFT
- Questions
- Close: Tom Tugendhat, MP

Housekeeping

- Toilets
- Fire alarm, nearest exits and muster point
- Comfort breaks
- Photography
- Mobile phones
- Q&As at end of session.

A reminder of how we got here...



In 2016 we engaged with the people of Edenbridge and villages about the pressures on the GP practice and hospital.

We heard from you:

- change is needed
- support for combining the hospital and GP surgery but concerns about its location
- importance of honouring the history of the hospital.

Backing from public consultation in 2017

- Overwhelming majority (94 per cent) of responses agreed with combining the hospital and GP surgery
- More than three-quarters (79 per cent) supported a new facility on a new site without inpatient beds
- You want services in Edenbridge to support the whole family, new technology, holistic care from staff working as a team, less need to go to the big hospitals.

"It will provide facilities for a greater number of people in any one day and will enable the service providers to be more creative in their approaches."

Our preferred site

- We identified a preferred site as KCC land at Four Elms Road based on its:

- ✓ size
- ✓ availability
- ✓ access to public transport
- ✓ proximity to town centre
- ✓ environmental impact
- ✓ fit with local council plans.



What we've been doing since

Since the NHS agreed in July 2017 to take the project forward, we have:



Asking for your help

- The term we've been using - 'combined hospital and GP surgery' - is clunky and does not accurately reflect the vision for the new building.
- New building in the pipeline + new location + enhanced services = new description.
- We feel **Health and Wellbeing Centre** better reflects the holistic services that you told us you wanted.



What do you think?

Joined up care – how will it work?



We are planning a purpose-built facility with a focus on health and wellbeing with:

- acute, community, mental health, voluntary sector, social care and local council staff working together and alongside each other, to support you in body and mind
- space for multi disciplinary meetings – teams of professionals proactively managing local people's care
- staff working alongside mobile urgent and long-term services to support people at home, helping them stay independent for longer.

Health is more than healthcare



- most of health is determined not by doctors, nurses, pills, but by family, friends, employment, education, exercise, housing, cultural / spiritual, connectedness
- when people are referred to non-medical services, supported by a link worker, this is called 'social prescribing'
- navigation support will help local people find what is available at our centre, the Eden Centre, and in the community to help them be healthier and happier.

What else will be in the new building?



- most current services will transfer, such as community nursing, day hospital, minor injury care and the GP practice
- onsite testing – diagnostics, X-ray, blood taking, ultrasound, patient testing in the day unit - with links to acute teams, including consultants
- good use of new technologies and smarter working
- enhanced day care services, such as intravenous medications, transfusions and wound care.

War memorial



- a visible, permanent and prominent memorial to the fallen
- provision of healthcare to the people of Edenbridge and District
- memorialising the generosity of the families who made the hospital possible.



A new centre for Edenbridge



Carl Dodd
Project Manager



Making the building work for you

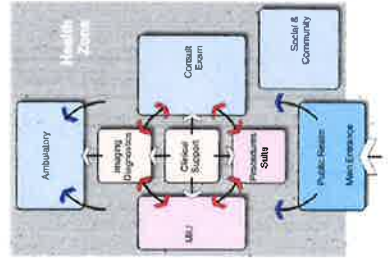
Preferred site – KCC land in Four Elms Road

A planning consultant and design team are now appointed, and technical tests/studies have been carried out for the preferred site in Four Elms Road.

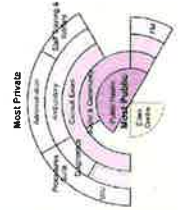


The design brief

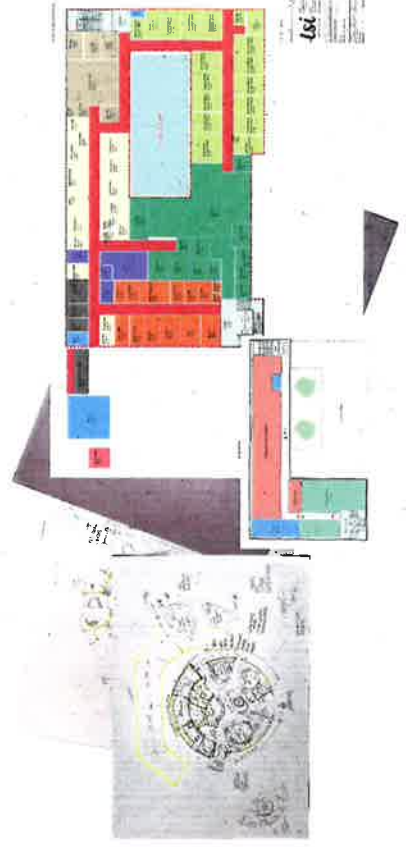
CLINICAL MODEL



WIDER SYSTEM APPROACH- social and health care in a collaborative space
Latest model of care – the big picture



Innovative, environmental and flexible



What it might look like



Healthy buildings – good for local people
and staff!



Project plan 2017 - 2020



Other examples

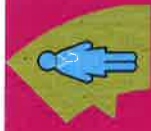
SOLE HAY HEALTH CENTRE
REYDON, SUFFOLK
Client: NHS Norfolk & Waveney | Value: £5M | Date: 2014



LOUISE HAMILTON CENTRE, NORFOLK

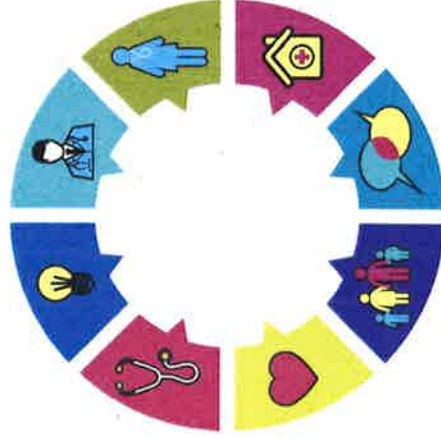


Next steps



How you can get involved

- ❖ Input into the way joined-up services will work
- ❖ Naming of the Centre
- ❖ Future of the Memorial Gardens
- ❖ Local art competitions.



Any questions?

Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



Communication and Community Engagement Strategy

(Adopted May 2016)

(Reviewed annually or if legislation changes)

Introduction

The Council is committed to giving local people a voice and involving them in the decisions that affect them and their community. It is about the development of relationships and clear communication to deliver better services and projects.

Scope

1. To engage residents, businesses and voluntary groups, and encourage participation in decision making to secure better services and to create a more active and informed community. To improve the level of satisfaction of local residents and provide council members with a greater understanding of the needs and views of the local community.

Procedures

2. Current/ Short Term

- 2.1 The Councillors will host regular surgeries enabling residents to meet with and consult with members on issues of concern.
- 2.2 The Council Offices and the Information Centre will be open to the public 9am to 5pm Monday to Friday.
- 2.3 The Council's email and web-site address to be widely publicised.
- 2.4 To produce 4 newsletters a year, containing the contact details of all Councillors and the Clerk, and to ensure that it is widely distributed. One edition to contain information on the Annual Report.
- 2.5 To appoint Councillors to act as the Council's representatives on local groups and organizations.
- 2.6 To provide regular information to the press by way of agendas, invitations to meetings and press releases.

Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



- 2.7 In respect of dealing with the press and/or other media, Councillors shall in their official capacity, provide oral or written statements or written articles to the press or other media within the constraints of the adopted Code of Conduct.
- 2.8 Arrangements for the Annual Town Meeting to include time for consultations, workshops and discussion to take place, as and when appropriate.
- 2.9 Alongside more traditional methods of communicating, to maintain a web-site containing details of Council Members and Officers and how they can be contacted.
- 2.10 The web-site to be regularly updated and provide access to the Annual Report and a range of information published in line with the Openness and Transparency legislation and the Freedom of Information Act.
- 2.11 To allow residents to ask questions and/or make statements during the time set aside for Public Question and statements at full Council, Open Spaces and Planning Committee Meetings.
- 2.12 To encourage or facilitate public meetings when issues of significant concerns arise.
- 2.13 To consider the issue of press releases at each of the Council and Committee meetings.

3. Long term

- 3.1 To enable residents to respond online to consultations and to contribute to online forums and surveys.

Amendments

May 2014

- | | |
|--------|--|
| Remove | 2.11 To allow residents to ask questions and/or make statements during the time set aside for Public Question and statements at full Council and Planning Committee Meetings. |
|--------|--|

Edenbridge Town Council

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Replace with 2.11 To allow residents to ask questions and/or make statements during the time set aside for Public Question and statements at full Council, Open Spaces and Planning Committee Meetings.

May 2015 2.2 Amend the name of the Visitor Information Point to Information Centre.

Add the words in italics

2.10 The web-site to be regularly updated and provide access to the Annual Report and a range of information published in line with *the Openness and Transparency legislation* and the Freedom of Information Act.

File Admin/PolicyFile/Communications 2015