



# 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 8<sup>th</sup> July at 7.30 pm, which Councillors are summonsed to attend.

  
Town Clerk

03/07/2019

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.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made.

**Members are reminded that there is to be confidential presentation from Members of the Stangrove Community Group at Doggetts Barn from 6.30 pm**

## AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

*Dual hatted 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

*Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.) Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.*

4. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 10 June 2019
5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA

### 6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

- 6.1 Proposed extension to front and rear of property. New Double Garage to front driveway, **The Pits Pit Lane Edenbridge KENT TN8 6BD**. Ref. No: 19/01914/HOUSE
- 6.2 T1-Ash-To reduce the branches overhanging Robyns Cl at the rear of the garden by 3m - the trees are starting to get quite tall and blocking out light (Conservation Area), **58 Hever Road Edenbridge KENT TN8 5DJ**. Ref. No: 19/01886/WTCA

- 6.3** T1- Ash - To reduce branches growing over Robyns Cl to the rear by 3m to allow more light into the garden (Conservation Area), **60 Hever Road Edenbridge KENT TN8 5DJ**. Ref. No:19/01887/WTCA
- 6.4** T1: Oak on right-hand side of car park crown lifted to 4.5m from ground level. Removing limbs with a diameter <10cm. **Eccles Lodge Main Road Edenbridge KENT TN8 6HZ**. Ref.No:19/01728/WTPO
- 6.5** Proposed single storey rear extension with rooflights and alterations to fenestration. **11 Frant Field Edenbridge KENT TN8 5BB**. Ref. No: 19/01696/HOUSE
- 6.6** Demolition of existing garage, single storey rear and side extension with roof lantern and porch, new garage, new front porch, solar panels and rooflights with alterations to fenestration, **Wychwood Swan Lane Edenbridge KENT TN8 6AH**. Ref. No: 19/01687/HOUSE
- 7. For Information**
- 7.1** **To Note: A full planning application for a Health and Wellbeing Centre on land to the south of Four Elms Road, Edenbridge, with appropriate car parking and landscaping. Land East of Bray Road Four Elms Road Edenbridge KENT TN8 6AD**. Ref. No: 19/01682/FUL
- The Council will consider its recommendation at a meeting on 16 July, 7.30 pm, at Rickards Hall. This application will be available to view at the Council offices Monday to Friday and also available online at Sevenoaks District Council.*
- 7.2** **Amended Parish Consultation – Information only:** Signage – removal of large billboard from the proposal. **Land at Station Road and Fircroft Way Edenbridge**. Ref. No: 19/00700/ADV
- 7.3** Fell Pear tree located within the south eastern corner of the garden. **The Old Orchard Manor House Gardens Edenbridge KENT TN8 5EG**. Ref. No: 19/01663/W5DAY
- 7.4** Advert signs. **36 High Street Edenbridge KENT TN8 5AJ**. Ref. No: 19/01794/ADV
- 7.5** Non material amendment to 18/00590/FUL. **Land North West Of Junction With St Johns Way Station Road Edenbridge KENT TN8 6HL**. Ref. No: 19/01897/NMA
- 8. TO ADOPT THE FOLLOWING REPORTS**
- 8.1** Forward Planning Committee– 17 June
- 8.2** Planning and Transportation Committee – 24 June
- 8.3** Finance Committee – 24 June
- 8.4** Personnel Committee – 1 July
- 8.5** CIL Board – 1 July
- 9. TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS**
- 9.1** County Councillor
- 9.2** District Councillors
- 10. TO RECEIVE REPORTS AND ANY RECOMMENDATIONS FROM WORKING GROUPS; DELEGATED REPORTS; CLERK’S AND OFFICERS’ REPORTS**
- 10.1** Parking Group meeting – 12 June

- 10.1.1 To approve the recommendation to amend its Terms of Reference: to delete from the third paragraph - *with the exception of Estate Parking at Stangrove and Spitals Cross* (as this is no longer relevant)
- 10.1.2 To consider, and approve to amend the Terms of Reference: to include an additional item, no.6. *To consider Wayfinder signs for Edenbridge Town*
- 10.1.3 To approve the expenditure of up to £800 for legal fees to investigate the issues surrounding the deeds and access at the Market Yard car park
- 10.2 Community Warden Steering Group – 3 July (Cllr Layland to provide a summary report)
- 10.2.1 Community Warden Funding: To receive a letter from the Community Warden Steering Group to consider:
  - Continued financial support for the Community Warden for the next financial year 2020/21
  - To agree, in principle, a four-year financial commitment to the Community Warden Partnership Scheme
- 10.3 Clerk's report

**11. OTHER BUSINESS including items referred from Committees for decision**

- 11.1 CIL Board Meeting: Following the presentations Members debated the applications and made the following recommendations that would need to be ratified by Edenbridge Town Council.
  - 11.1.1 Kent Community NHS Foundations/Edenbridge Medical Practice/NHS West Kent Clinical Commissioning Group – To establish Edenbridge Health and Wellbeing Centre to be refused, on the basis that at this time insufficient evidence had been provided to justify it. Should they wish to return with further information following their Board meeting in August, a further request could be considered.
  - 11.1.1.1. Edenbridge Town Council – Blossoms Park Boundary and access installation to improve defences against unauthorized vehicle access and encampments, application for £4,969 be approved on the grounds
    - Strong economic, social and environmental benefits to the community
    - The scheme forms part of a planned strategy to address the need for infrastructure
    - The scheme is deliverable within 3 years

Monitoring - the scheme to be monitored and payment made on the provision of a copy of the paid invoices approved by Edenbridge Town Council and by a visual check being carried out.

**11.1.3 Edenbridge Town Council – Spitals Cross playground equipment, major refurbishment of the existing playground facilities to provide modern facilities for children with two distinct sections to serve 0-5 years and 6-13 years; total project cost £80k, application for £35,000 be approved on the grounds**

- Strong economic, social and environmental benefits to the community
- The scheme forms part of a planned strategy to address the need for infrastructure.
- CIL Funding will be matched from other sources
- The use of other funding sources has been maximised
- The scheme is deliverable within 3 years
- Sufficient evidence has been provided to demonstrate that maintenance arrangements are in place

Monitoring - the scheme to be monitored and payment made on the provision of a copy of the paid invoices approved by Edenbridge Town Council and by a visual check being carried out.

**11.1.4 Eden Valley Community and Business Support Centre – to create a Community and Business Support Centre at Vincent House; project development estimated costs £200k; request for CIL funding.** Although the Board accepts that the application is not for infrastructure, it believes that it supports the demands of development by providing improvements to commercial infrastructure which will develop the employment infrastructure and secure economic development within the town. Thereby, meeting the requirements of Section 59A of the CIL Regulations - **£25,000** be approved, subject to confirmation that match funding for this amount be achieved from other organisations within 12 months on the grounds that there is

- Strong economic, social and environmental benefits to the community
- The scheme is deliverable within 3 years

Monitoring - confirmation that match funding for this amount be achieved from other organisations within 12 months to be received and confirmed before funding is released.

**11.2 Personnel Committee: To receive the following recommendations**

**11.2.1 That all staff in the new grades 3-14 should receive an increase of one spinal point and those in spinal points 15-40 by two spinal points with the exception of JD13 who would receive an increase of one spinal point to resolve an historic difference. The retiring Clerk's salary to be adjusted to redress the 0.6% pay award for 2019, and the new Clerk's increase to be phased in over two years, subject to satisfactory service. The additional cost of £5,351 to be funded for 2019/21 from contingency, with costs for 2019/20 onwards to be funded from the increased precept received from the additional housing.**

**11.2.2 A press release should be issued, stating how proud the Council was to be able to match salaries to the value of the staff skill sets at no additional costs to the residents.**

**11.3 To resolve delegated powers to Planning and Transportation for July and August**

**11.4 Health and Safety half yearly review of action**

No items requiring immediate action had been identified at the annual review this year. The only outstanding item identified for medium term action is the updating of Doggetts Barn COSHH assessment. This is to be completed by 30<sup>th</sup> September prior to the Annual review in December

**11.5 Council vacancies**

**11.6 Family Fun Days – update**

**11.7 War Memorial – update**

**11.8 To consider a request from the Edenbridge Community Christmas Association for the use of the Council's TN8 Licence for its Christmas Event in the High Street on 30<sup>th</sup> November 2019**

**12. TO CONSIDER ANY PRESS RELEASES**

**13. DATE OF NEXT MEETING – Monday 9<sup>th</sup> September**

*Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9.00 am – 5.00 pm)*

**Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 10 June 2019**

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Present: Cllrs J Aldridge, A Baker, J Barnett, A Damodaran, V Jennings, A Layland, N Lloyd, S McGregor, Z Roberts Smith, A Smart, J Scholey, P Smith and B Todd.

In attendance: Town Clerk, 10 members of the public, and no members of the press.

Prior to the start of the meeting David Boden, Pacalis Construction Limited and site owner, Julia Robinson Pacalis Construction Limited, and Andrew Tull, from Think CDP Architects made a presentation to Council on their proposals for development on the Kent and Sussex Golf Course of 100 C2 care units, a Clubhouse and golf course. John Sneddon, Tetlow King Planning was unable to attend for personal reasons. The Chairman asked questions to establish what exceptional circumstances they were using to justify their proposals, what engagement they had with service providers, what previous experience they had, what, if any, additional benefit the proposal would bring to the town and in what timescale they anticipated the project being achieved. Councillors asked subsequent questions regarding transport and integration to ensure sustainable benefits to the town, what would happen if the phased scheme fails to reach completion, what would be the intrinsic value of the site, the use of ecological building materials - as opposed to brick and tile, and what prior practical experience of this type of development and service provision Pacalis had and why the site was submitted so late into the planning process.

The team responded saying that the need was identified countrywide, with 8,000 people hitting 65 years old daily and requiring more appropriate living accommodation. Pacalis were embarking on service provision as a care provider and would be working with a Kent based provider. Their first project in this field is currently under development, at Heathfield, but the key members of the Pacalis team have experience from varied types of development and C2 was about human beings, who need a certain type of housing. They would be providing a transport plan to bring residents into the town and small electric vehicles to get around the site. They hope to submit a planning application in advance of the consideration of the Local Plan in July/August and believe the previous owner failed to submit the site due to financial constraints. They anticipate the planning process would take about a year. They believe that there is sufficient value in the site so that, if it's not possible to complete the phased project, it will not be necessary to attempt to redefine the land as prime building land. The development would use the most advanced local building materials including those with thermal loss properties.

*Pacalis invited the members of the public present to attend the meeting they are holding at the golf course on Thursday 13 June where they would be able to answer any questions they may have. The Chairman thanked them for coming and making their presentation.*

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllr M McArthur (family commitment).

**2. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

*The District Council members stated that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.*

Cllr N Lloyd declared a pecuniary interest in Item 8.3 as a Board member and Treasurer of the Bonfire Society. Cllrs P Smith and Z Roberts Smith declared a interest in planning application SE/19/01303/HOUSE being a near neighbour.

*The meeting was adjourned*

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

*The meeting was reconvened and Cllr B Todd briefly left the meeting*

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

Resolved: that the minutes of the Council meeting held on Monday 13 May 2019 be duly signed by the Chairman as a true and accurate record of the meeting.

*Cllr B Todd returned to the meeting*

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

**5.1 Re-appointment of Tim Hill as Internal Auditor**

Resolved to re-appoint Tim Hill as Internal Auditor as he has confirmed that he has no conflict of interest with staff or councillors and is happy to continue as the Internal Auditor for the year.

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

First floor side extension with dormer window and roof light to create an enlarged bedroom with a single storey side extension below to create a single attached garage with lantern roof light **Little Marlpit Pit Lane Edenbridge KENT TN8 6BD** Ref. No: 19/01359/HOUSE

*Members supported this application*

*Cllrs Z Roberts Smith and Peter Smith left the meeting*

Demolition of existing bathroom extension, porch, outside toilet and lean-to roof. Re-build bathroom extension. Rebuild/relocate porch. Replace all windows on South and West elevations. Remove Laurel tree. Internal alterations. **Riverside Cottage High Street Edenbridge KENT TN8 5AX** Ref. No: 19/01303/HOUSE and Ref. No: 19/01304/LBCALT

*Members support this application subject to the Conservation Officer's approval, However they request that the Planning Officer consults with Yalding Council regarding additional flood protection measures in addition to its close proximity to the river, this property has been subject to a serious flooding issue due to the failure of the main sewage pump for the town, which is located adjacent to the site. Additional protection should be included in the renovation as a condition.*

*Cllrs Z Roberts Smith and Peter Smith returned to the meeting*

Car park management system (ANPR system and associated signage). **36 High Street Edenbridge KENT TN8 5AJ** Ref. No: 19/01284/FUL and Car Park Management Signage - 6 signs mounted on lighting columns, signage poles or on the wall of the buildings. **36 High Street Edenbridge KENT TN8 5AJ** Ref. No: 19/01285/ADV

*Members were concerned and extremely disappointed that this application was made retrospectively and questioned the legality of issuing parking fines whilst planning permission had not been sought. This Council objects to the use of retrospective planning applications which it believes are an abuse of the system.*

Demolish un-attached single storey rear extension and rebuild attached to the main house with a 1st storey built above. Proposed single storey rear extension with a parapet roof and roof lantern. Proposed porch to the front of the house. **10 Meadow Lane Edenbridge KENT TN8 6HT** Ref. No: 19/01283/HOUSE

*Members support this application*

Two storey side extension. **Northlands Crouch House Road Edenbridge KENT TN8 5LQ** Ref. No: 19/01254/HOUSE

*Members object to this application for development in the Green Belt. They wish the Officers to check the previous history as the application appears to exceed the 50% rule. Should the Officer be minded to grant this application a condition should be applied to ensure that it is ancillary to the main house and cannot subsequently be converted to a separate property.*

Erection of single storey summer house at rear of garden. **Headley 85 Lingfield Road Edenbridge KENT TN8 5DY** Ref. No: 19/01310/HOUSE

*Members have no objection to this application but wish a condition to ensure that the use is ancillary to the main house and it cannot subsequently be converted to a separate property.*

Conversion of garage to habitable room with two windows to side elevation and single storey front extension. **Woodside Oakfield Road Edenbridge KENT TN8 6JG** Ref. No: 19/01270/HOUSE

*Members support this application*

**Amended Parish Consultation** Erection of a new dwelling **34 Park Avenue Edenbridge KENT TN8 5LB** Ref. No: 19/00467/FUL – **Members neither supported nor objected to the original consultation but made the following comments:**

Members believe that it is infill and overdevelopment. They wish the Officer to very carefully review the access and off street parking as they do not believe that the plans reflect what is on the ground. The reference to a previous planning application refers only to a dropped kerb and they have concerns that the exiting disabled parking bay will be obstructed if the plans go ahead. Parking issues on this estate remain a major concern.

*Members continue to object to this application as they believe it is infill and over development. Parking remains a serious concern on this estate.*

**Amended Parish Consultation** Demolition of existing garage and erection of new side/ rear extension. Enlarging driveway. **10 Grange Close Edenbridge KENT TN8 5LT** Ref. No: 19/00917/HOUSE – **Members supported the original application**

*Members support this application*

**Amended consultation – for information only** Conversion of existing outbuilding within residential curtilage of Ashcombe Cottage to provide 3 bedroom dwelling, incorporating introduction of lower ground floor living area and patio and provision of first floor master bedroom to be served by contemporary first floor window addition and detached garage. **The Outbuilding Ashcombe Hilders Lane** Ref. No: 19/00294/FUL - **Slight revision of location of garage.**

Noted

## **7. TO ADOPT THE FOLLOWING REPORTS**

### **7.1 Planning and Transportation, 20 May**

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

### **7.2 Finance Committee, 20 May**

Resolved: that the minutes presented by Cllr N Lloyd be adopted.

### 7.3 Open Spaces, 3 June

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

*This item was taken at the start of the meeting to accommodate Cllr P Lakes other appointments*

### 7.4 County Councillor's Update

Cllr Peter Lake updated the group on the deplorable situation that has resulted in six children still only being offered places at Cranbrook School. He is continuing to work to resolve the situation before the end of the summer term. The 263 million pounds currently un-accessible from the Woodford investments are 4% of the Kent Pension fund and KCC are expecting to be the first in line to get the funds back. A new scheme headed by Geoff Bineham has been created by which councils can put forward 5 year plans for Highway improvements. Cllr Lake urges this Council to put together proposals. He has chased Highways over the delayed road works at Four Elms Road and the problem is still in the hands of BT. They have still not agreed a permit, but it is expected that when it is granted it will be for 90 days and traffic lights would be required.

Members raised concerns over the issues reported and it was proposed that Cllr Lake should invite the KCC Portfolio holders for Schools and Highways to the next Council meeting.

### 7.5 Working Group / Delegate Reports / Clerk's and Officers' Reports -none

## 8. OTHER BUSINESS

### 8.1 Items Referred from Committees for decision

#### 8.1.1 Open Spaces Item 1 Committee membership

Resolved: that Open Spaces membership be increased by one to 10 members, and that Cllr A Smart should join the committee.

#### 8.1.2 Open Spaces Item 9.3 Items for the future - Groundstaff Review

Resolved: to support the recommendation from the Groundstaff Review Group for two additional days in the winter.

#### 8.1.3 Open Spaces Item 10.2 To consider works scheduled for 2019/20 within the 10 Year Maintenance Plan

Resolved: to recommend to Council that C W Surfacing Ltd should carry out the works to resurface the asphalt around the Skate Court at a cost of £6,260 plus VAT, subject to second site visit.

#### 8.1.4 Open Spaces Item 10.3 To consider Year 2019/20 works in the 30 Year Open Spaces Plan - Spitals Cross playground refurbishment

Resolved: that Wicksteed be selected to carry out the refurbishment of Spitals Cross Playground at a cost of £80,000 plus VAT, and to submit an application for £40,000 to Edenbridge Town Council CIL board meeting 1 July, and subsequently to the next meeting of Sevenoaks Council for CIL funding. In addition to write to SDC to establish a timetable for the recommencement of their CIL Board and to clarify whether they will be accepting retrospective applications.

#### 8.1.5 Open Spaces Item 10.5 To consider works to prevent unauthorised access to Open Spaces

Resolved: to recommend to Council that Hever Countryside Services be engaged to supply and install approx. 65m of key-clamp knee-high fencing, painted black, with a black Parkland style gate, at Blossoms Park at a cost of £4,969 plus VAT, and to submit an application for CIL funding for this infrastructure project.

## **8.2 Council Vacancies**

It was noted with much regret that Cllr Bob Orridge had tendered his resignation from the Council. Members wished to formally thank him for his many years of dedicated service to the community, both the Town and District Council. He held the honour of being chosen by his peers to be Chairman of both. His fellow Councillors acknowledged his exceptional contribution and wished him the very best for the future. Bob has said he enjoyed the role and will continue to take an interest in the future of the town and is sad to stand down.

Notices were posted on 4 June to advertise the vacancy in the South & West Ward. Residents have until 24 June to write to the District Council should they wish an election to be held and if ten or more do so, an election will be held. If not, the Council will advertise for residents who wish to be considered for co-option and formally consider them at a Council meeting.

## **8.3 Clear up after Bonfire Night**

Resolved: to accept the quote from Sevenoaks District Council of £968.45 + VAT to clear up after Bonfire Night, on Saturday 2 November.

## **8.4 Appointment of Inspector for the Local Plan**

Members noted that the Secretary of State had appointed Inspector Karen Baker DipTP MA DipMP MRTPI to carry out the independent examination of the Sevenoaks Local Plan. Louise St John Howe had been appointed as the independent Programme Officer to assist the Inspectors with all aspects of the examination. Prior to the hearing sessions of the examination, the Inspectors do not have direct contact with either the Council or Representatives, and all communications with the Inspectors take place through the Programme Officer.

## **8.5 Appointment of new Clerk**

Cllrs A Layland, J Scholey and N Lloyd took on the responsibility of appointing the new Clerk. To ensure that the process was carried out in a fair and independent manner, an independent person was brought in to oversee the process of shortlisting and interviewing. The Council team was unanimous in their recommendation that Caroline Leet should be appointed as Clerk to Edenbridge Town Council and should take up her role from 24 June to allow time for her to become familiar with the role and to provide cover during the current Clerk's holiday.

Resolved: to appoint Caroline Leet as Clerk to Edenbridge Town Council, subject to satisfactory results of the external medical test.

Members wished to formally express their appreciation to the current Clerk for her many years of service to the Council initially as the Responsible Finance Officer and for the last twelve years as Clerk. She was wished a long and happy retirement.

## **9. PRESS RELEASE**

It was agreed that a press release should be issued on the refurbishment of Spitals Cross Playground and the appointment of the new Clerk.

The meeting closed at 8.55pm

**Minutes of the meeting of the FORWARD PLANNING COMMITTEE held in Rickards Hall at 7.30 pm on Monday 17 June 2019**

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**Present:** Cllrs J Aldridge, A Baker, A Damodaran, A Layland, N Lloyd, S McGregor, Z Roberts Smith and P Smith

**In attendance:** Christine Lane (Town Clerk) and Cllr J Barnett. No members of the public and no press

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs M McArthur (unwell), J Scholey (holidays), A Smart (work commitment), and B Todd (prior arrangement).

**2. DECLARATIONS OF INTERESTS OR PREDETERMINATION - none**

**3. ELECTION OF CHAIRMAN**

Cllr S McGregor was proposed and seconded unopposed.

**Agreed:** that Cllr S McGregor be elected as Chairman for the ensuring year.

**4. ELECTION OF VICE CHAIRMAN**

Cllr P Smith was proposed and seconded unopposed.

**Agreed:** that Cllr P Smith be elected as Vice Chairman for the ensuing year.

**5. TO CONFIRM THE MINUTES OF THE FORWARD PLANNING COMMITTEE HELD ON 29 OCTOBER 2018**

**Agreed:** that the minutes of the Forward Planning Committee meeting held on 29 October 2018 be duly signed by the Chairman as a true and accurate record of the meeting.

**6. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE, none**

**7. TO CONSIDER THE LONG TERM FUTURE DEVELOPMENT OF THE TOWN, IN LINE WITH THE COUNCIL'S AGREED VISION AND FUNDAMENTAL PRINCIPLES TO ENSURE A COHERENT PLAN TO RESPOND TO THE EVOLVING SITUATIONS.**

No changes were proposed at this meeting. Members requested that the vision of the Council be posted on its website and on social media, so that residents have a better idea of the aims of this Council.

**8. CONSIDER THE POTENTIAL DEVOLUTION OF SERVICES**

Members discussed the scope of possible services that could be devolved and noted that this Council part funds HOUSE and the Community Warden.

**9. TO MONITOR, UPDATE AND MAINTAIN THE COUNCIL'S LONG, MEDIUM AND SHORT TERM PLAN – Including Residents' Proposals**

Taking into account the Council's current financial position, members considered the old and new proposals.

**Agreed:** to update the plan, attached, to reflect the current status of projects and allocate Councillors to champion them. An additional £10K to be requested from the CIL Funds toward the possible relocation/improvements to the War Memorial, and to add Environmental improvements to Station Road between St Johns Way and the railway bridge to the plan. No new items were added to the CIL proposals currently accepted by the District Council on the 123 list.

**10. TO REVIEW THE COUNCIL'S FIVE YEAR FORECAST OF REVENUE, CAPITAL AND EARMARKED RECEIPTS AND PAYMENTS, AND MAKE ANY PROPOSALS FOR REVISING THE FORECAST**

Members considered the current documentation used by the Council to consider its priorities and suggested that a review should take place. This to be considered once the new Clerk has settled in. The retiring Clerk suggested that this should be part of a wider review of the current Forward Planning documentation.

It was noted that further CIL funding from the development west of St Johns Way is expected to result in payments of approx. £193K in October 2019.

**11. TO MAKE RECOMMENDATIONS FOR THE LEVEL OF PRECEPT INCREASE, ON THE BASIS OF THE ABOVE PLANS, TO GUIDE COMMITTEES' BUDGET SETTING PROCESSES (September meeting)**

This item is the main focus of the September meeting.

**12. TO MAKE RECOMMENDATIONS ON POLICY AND CAPITAL EXPENDITURE TO COUNCIL**

It was noted that the Council currently only has £1,000 in Capital, which is held in perpetuity for additional maintenance to two graves in the Cemetery. The Council's Capital and Earmarked Policy was revised and approved at June Council.

**13. TO REVIEW THE STRUCTURE AND ORGANISATION OF THE COUNCIL**

The succession plan remains fluid with the unexpected resignation of the Clerk. The work of taking it forward will go to the new Clerk, to ensure that the upcoming retirements are smoothly managed.

**14. PRESS RELEASE**

The Committee wished to publicise the Council's vision the restarting of the Neighbourhood Plan in the autumn, and that Open Spaces Committee will be undertaking a feasibility study into the possibility of an outdoor gym.

The meeting closed at 9.25pm

		Projects	Actions	Lead Councillor	Funding	Yes/No/Maybe/ Other
1	2019	Neighbourhood Plan	Restart Process 2019	Cllr A Layland Cllr S McGregor	33K Reserves	Yes
2	2019+	Parking Stangrove Estate	Site proposed in First Local Plan Summer 2018, supported by ETC subject to additional parking for existing residents being included.	Cllr A Layland Cllr M McArthur	0	(SDC)
3	?	Free School	Four Elms Road site offered by Cooper Estates in Local Plan. Council preferred provider, Harris Federation. Other parties are interested. Application to be submitted to DoE when next bidding round opened.	Cllr A Baker Cllr A Layland Cllr Z Roberts Smith	Provider/CIL	Revisit 2020
4	2019	High Street Improvements (1)	Kent Highways has 71K funding. 20mph Zone installed August 2018. Remaining funding (12.5K) earmarked for High Street Wayfinders. Consider additional speed bump	Cllr A Damodaran Cllr N Lloyd	71K Highways Funding Inc £12.5K Wayfinders	(Kent Highways)
5	2019	High Street Improvements (2) Including Wayfinders and Market Yard Access Road	Regeneris Economic Study completed Oct 2017. Consultation on reopening of car park entrance and wayfinders scheme carried out May 2018. Projects reconsidered, alternative designs and H&S assessment commissioned Consider other options to improve sustainability	Cllr J Barnett Cllr N Lloyd	30K CIL	Yes
6	2020+	Parking	Consider options to increase/improve parking. Investigate purchase of appropriate land to develop additional capacity.	Cllr J Barnett Cllr N Lloyd	£0	Yes
7	2019	Tourist Improvements Website	Replace Visitor Website, include electronic walk maps, nature guide etc	Cllr J Aldridge Cllr S McGregor	20k/25k CIL	Yes
8	?	War Memorial Re-location/improvements	If required.	Cllr A Damodaran Cllr A Layland Cllr B Todd	£20K	Facilitator (Heath/Legion/c hurches)

9	?	Leather Market Improvements	Preliminary confidential discussions with interested parties are taking place as part of a feasibility study	Cllr A Baker Cllr A Damodaran Cllr M McArthur	£0	Facilitator
10	2019	Fircroft Way Improved build and landscaping Rebranding of Industrial Estate	Proposals for gateway signs to Business Park to be investigated in partnership with Chamber of Commerce and others. Surtees family to have approval of design and licence. Provide support for businesses taking this forward.	Cllr A Layland Cllr S McGregor	15K CIL	Facilitator Partners
11	2020	Leisure Centre Redevelopment/Improvements	Explore possible development opportunities to improve the Leisure Centre. Proposals for All Weather Pitch and internal improvements. Preliminary confidential discussions with interested parties are taking place as part of a feasibility study	Cllr A Baker Cllr J Scholey	20K CIL Pitch 50K CIL Internal £0 Improvements	(Sencio/SDC /Hockey) Facilitator
12	2019	Public Toilets	Total Refurbishment planned 2019 Works underway but scheme progressing slowly. Chairman to monitor progress.	Cllr M McArthur Cllr J Scholey	40K ETC CIL 36K SDC CIL	Yes
13	?	Parking Spitals Cross	Requests to meet with residents (2017) to assess the problem has not yet resulted in the proposed walk around. This may be possible with redevelopment	Cllr A Baker Cllr J Barnet Cllr J Scholey Cllr S McGregor	£0	Revisit 2022
14	?	Edenbridge Medical Facility	New combined Medical Facility for Edenbridge	Cllr A Damodaran Cllr A layland	100K CIL	(Doctors/CCG /NHS Trust)
15	?	Outdoor Gym/Teenage Playpark-11 year olds	Young people have dropped skate ramps redevelopment plans. Their views to be sought on future proposals, which could be Outdoor Gym/Teenage Playpark . Open Spaces to carry out feasibility on Outdoor Gym and Youth Forum views on outdoor activities to be sought	Cllr A Damodaran Cllr B Todd	£0	(Young People /Youth Forum)
16		Playgrounds refurbishment	Spitals Cross 86K Planned 2019 Recreation Ground 86K Planned 2022 Marsh Green fencing 2021 10.5K Marsh Green Equipment 54K Planned 2026	Cllr A Baker Cllr B Todd	CIL Applications acceptable	ETC/SDC

			Skate Ramps 21.5K Planned 2025 Stangrove Park 86k Planned 2033		Currently funded in 10 & 30 year plans	
17	?	Signage	Places of interest within Edenbridge. Link to Wayfinder scheme, could include brown tourist signs and signage from primary routes	Cllr J Aldridge Cllr M McArthur	CIL	Yes
18	?	Environmental Improvements Station Road between St Johns Way and the railway bridge	Find partners to work to see what improvements could be possible	Cllr S McGregor		
		<b>Removed from List</b>				
		Community Bus Service	Initial proposal put forward by Cllr R Bell to investigate the possibilities. No capacity to progress at current time.	Cllr R Bell Cllr A Layland Cllr M Robson		Removed Jan 2019

CIL Proposals	RECOMMENDATIONS	EDENBRIDGE TOWN COUNCIL LED PROJECTS	STATUS	FUNDING
2015+	Public Toilets	Edenbridge Town Council <b>ACTIVE PROJECT</b>	Accepted	ETC CIL Funding Allocated 40K SDC Funding Requested 40K
2018+	Leather Market Improvements	Feasibility on ETC proposals to redevelop the site <b>ACTIVE PROJECT</b>		ETC CIL Funding Allocated 50K
2018	Waymarking & Signage	Edenbridge Town Council & Others <b>ACTIVE PROJECT</b> Consultation held May 2018	Accepted	CIL Funding Allocated 7.5K
2018	Reopen Car park Entrance	Edenbridge Town Council		CIL Funding Allocated 7.5K
2015+	Provision of Allotments	Additional provision required in North. Provision as part of the St Johns/Enterprise Way development. Detailed planning for Allotments included in Bellway Howes proposals for St Johns Way <b>ACTIVE PROJECT</b>	Accepted	CIL
2016	BMX & Skate Ramps (new)	Edenbridge Town Council Youth Forum developing plan <b>ACTIVE PROJECT</b> June 2018 Youth Forum no longer wish to progress this initiative	Accepted	CIL
2016	Playground refurbishment Spitals Cross	Edenbridge Town Council Refurbishment required. Consultation complete, specification complete, tender ready. 5K Funding from West Kent achieved. Project on hold 2015 awaiting Local Plan Update. <b>ACTIVE PROJECT</b>	Accepted	Allocation 30 Year OS Plan 2018 (80K)/CIL
2021+	Street Furniture	Edenbridge Town Council	Accepted	Allocation 10 Year OS Plan (2K per annum)/CIL
2015+	Parish Street Lighting Maintenance	Edenbridge Town Council	Accepted	Allocation 10 Year OS Plan 2018 (23K per annum)/CIL
2015+	Outdoor gym Equipment	Edenbridge Town Council	Accepted	CIL
2018	Playground refurbishment Marsh Green	Edenbridge Town Council	Accepted	Allocation 30 Year OS Plan 2026 (60K)/CIL
2017	Playground refurbishment	Edenbridge Town Council	Accepted	Allocation 30 Year OS Plan

	Recreation Ground			2022 (80K)/CIL
2025	Playground refurbishment Stangrove Park	Edenbridge Town Council	Accepted	Allocation 30 Year OS Plan 2032 (80K)/CIL
2020	Pitch drainage Improvements Recreation Ground	Edenbridge Town Council	Accepted	Allocation 30 Year OS Plan 2027+ (68K)/CIL
<b>CIL Proposals</b>	<b>RECOMMENDATIONS</b>	<b>PARTNER LED PROJECTS</b>	<b>STATUS</b>	<b>FUNDING</b>
asap	Individual Flood Defences	Environment Agency	Accepted	
asap	Flood Alleviation Scheme	Environment Agency Cllrs C Pearman and J Scholey to monitor progress and to take the lead if a viable scheme is proposed	Accepted	
asap	Improvements to the Bovis Roundabout	Kent Highways	Accepted	
asap	New Medical Facilities Doctors Surgery	NHS Trust	Accepted	
asap	Bridge Widening	Network Rail/Kent Highways	Accepted	
asap	Safe Walking Route Romani Way/Hever Road	Kent Highways and Public Rights of Way	Accepted	
asap	Safe walking Route Den Cross/Marsh Green	Kent Highways and Public Rights of Way	Accepted	
asap	Youth provision	Kent County Council	Accepted	
asap	Disabled access Edenbridge Town Station	Network Rail	Accepted	
asap	Disabled access Edenbridge Station	Network Rail	Accepted	

asap	Additional Parking Stangrove Estate	West Kent/SDC	Accepted	
asap	Additional Parking Spittals Cross Estate	West Kent/SDC	Accepted	

COMPLETE OR REMOVED FROM LIST				
Sept 2016	Additional School Places	Kent County Council Building works commenced. Removed from list Sept 2016	Works underway	
2014/Ongoing	Environmental Policy	Evaluate the trial of Solar Panels installed on Depot, and consider other locations, along with rain water/grey water project to reduce costs and improve sustainability. A structural survey of the pavilion carried out and, a new roof installed 2016. Quotes for solar panels to be obtained for consideration. Quotes expected July 2017. Solar Panels installed spring 2018	Roof completed Solar Panels installed Project Completed	30 Year Building Plan 2017 (10K)

**Minutes of a meeting of the PLANNING & TRANSPORTATION COMMITTEE held in Rickards Hall on Monday 24 June 2019 at 7.30pm**

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**Present:** Cllrs J Aldridge, A Baker, J Barnett, A Damodaran, V Jennings, A Layland, N Lloyd, M McArthur (Vice Chairman), S McGregor, J Scholey, A Smart, B Todd (Chairman)

**In attendance:** Clerk, Clerk (successor), Admin Officer, Finance Officer, two members of public and no press.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs J Barnett (work commitment), N Lloyd (holiday), S McGregor (holiday) and J Scholey (holiday).

**2. DECLARATION OF INTERESTS OR PREDETERMINATION – Cllr A Smart declared a non-pecuniary interest in planning application 19/01601/LBCALT.**

*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 20 May 2019**

**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**

**5.1 Heathrow plans submitted – noted**

**6. PLANNING APPLICATIONS TO BE CONSIDERED**

Remedial works to boundary wall. **St Peter And St Pauls Church Church Street Edenbridge KENT** Ref. No: 19/01601/LBCALT

*As Edenbridge Town Council submitted this application, members wish the Officer to make the decision.*

Proposed porch and pitched roof over flat area of existing roof to front of property. Demolition of garage and erection of two storey side extension. Demolition of two single storey extensions to rear and erection of single storey extension to rear. **Brilec 91 Lingfield Road Edenbridge KENT TN8 5DY** Ref. No: 19/01364/HOUSE

*Members support this application*

Erection of part two storey and part single storey rear extension. Roof, porch and fenestration alterations. **18 Ridge Way Edenbridge KENT TN8 6AR** Ref. No: 19/01634/HOUSE

*Members support this application*

Demolition of existing outbuilding and replacement with home office. **The Secret Garden Marsh Green Road Marsh Green Edenbridge KENT TN8 5PP** Ref. No: 19/01564/HOUSE

*Members wish the Officer to be aware of the new additional veranda and decking under the enlarged roof. If the Officer is satisfied that the new footprint matches that of the original building, members support the application.*

Use of flat above garage as an independent residential dwelling. **Annexe At Batchelors Wood Honeypot Lane Edenbridge KENT TN8 6QJ** Ref. No: 19/01488/LDCEX

*Members support this application*

#### **For information**

Rear extension to a detached dwelling. **Pelistry Lydens Lane Hever KENT TN8 7EP** Ref. No: 19/01495/LDCPR

*Members wish to request that the Officer considers the objection put forward to them by a resident of Edenbridge.*

#### **7. SDC PLANNING DECISIONS – noted**

#### **8. PLANNING BUSINESS**

##### **8.1 The High Weald AONB Partnership – A Design Guide for new housing development in the Area of Outstanding Natural Beauty**

Members noted the design guide for the housing development in the area of Outstanding Natural Beauty and

Resolved: that Cllrs A Layland and M McArthur will put forward representations on this document on behalf of the Council.

#### **9. TRANSPORT BUSINESS**

##### **9.1 Road issues**

##### **9.1.1 Update on Highways for information**

Members noted the Highways update and wished to thank Cllr P Lake for his continued efforts in lobbying for more effective and less disruptive works at the junction of Four Elms Road.

##### **9.1.2 Changes to Kent 20mph policy – noted**

##### **9.1.3 KCC Highways and Transportation message to Parish and Town Councils about Working better Together**

Members decided to refer this item to the parking group for further consideration of how they will engage with the community to develop a clear view of local priorities.

##### **9.1.4 High Street heritage funds, smart parking and measuring wellbeing**

Resolved: that Cllr Layland would present this item to the Business Forum.

##### **9.1.5 Speedwatch**

Members wished to thank the Community Warden and Cllr N Lloyd for moving forward and improving speedwatch, which currently has 9 trained volunteers. Members discussed correspondence received from a resident and decided that there no need for an additional coordinator at this time and the Council will continue to support the Community Warden in promoting the successful campaign to attract more volunteers. It was not considered necessary to allocate a monthly slot on the Committee agenda; instead members would be interested to receive a 6 monthly update on the number of letters sent out by Kent Police.

**9.2 Rail issues**

**9.2.1 Passenger Benefit Fund – questionnaire and ideas**

After a discussion of the many options including ideas put forward by the Edenbridge and District Rail Travellers Association and available funds, members requested that Cllrs A Damodaran and J Aldridge put forward and present ideas to the Council at the next Planning and Transportation meeting for a final decision.

**9.2.2 Uckfield and East Grinstead Lines Steering Group – Minutes from meeting held on 7 May 2019 – noted**

**9.2.3 Brighton Main Line Improvement Project update – noted**

**9.3 Aviation issues – none**

**9.4 Highways report – noted**

**10. PRESS RELEASE**

Members wish to promote the passenger benefit fund, so that residents are able to respond directly to Tom Tugendhat MP and also share their ideas with the Council.

The meeting closed at 8.29pm

**Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 24 June 2019 at 8.33pm**

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Present: Cllrs A Baker, A Damodaran, A Layland, and B Todd.

In attendance: Cllr M McArthur, (Town Clerks), (Admin Officer), (Finance Officer). No members of the press or public were present.

In the absence of the Committee Chairman and Vice Chairman Cllr Todd chaired the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs N Lloyd, S McGregor, Z Roberts Smith and J Scholey – all on holiday.

**2. DECLARATION OF INTERESTS OR PREDETERMINATION – none**

**3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 20 MAY 2019**

Resolved: that the minutes of the Finance Committee meeting held on 20 May be signed by the meeting 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)**

**4.1 Restrictions on CIL spending**

Members noted, following May Finance Committee meeting, the RFO had sent an email to Sevenoaks District Council asking if restrictions on spending applied to any interest received on CIL monies which had been invested. No response had been received as yet.

**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 B Todd and A Layland should sign the Financial Statement for the end of May 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:	Ernest Doe	Flail	£4,980.00
	Southern Motor Group	Van	£13,000.00

### **Revenue reserves**

Transfer In: £256,617.00

Transfer Out: £45,000.00

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

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## **5.8 Invoices outstanding for more than 3months**

12/02/19	Mis 652	£3,212.40
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## **6. FINANCE BUSINESS**

### **6.1 Review of Asset Register**

Members were advised that the Asset Register is reviewed twice a year, in June prior to the Council's insurance renewal, and in October following the insurance renewal, to ensure correct insurance cover is provided. The sundial gifted to the Council, now on Great Stone Bridge land, has been added to the Asset Register under the Gifts and Memorabilia section. The RFO had updated the document and a copy had been available for members to view in Doggetts Barn. A copy of the Asset Management Policy had been circulated. Members

Resolved: to approve the review of the Asset Register. No amendments to the Asset Management Policy were suggested and members confirmed the review of the Asset Management Policy.

### **6.2 Council's Insurance**

Members were reminded the Council's Insurance was due for renewal on 20 July 2019 and the RFO had been in contact with the broker discussing changes to policy prior to renewal. The broker had advised the Council that renewing the current 3 year long term agreement on 20 July 2019, a year early, would ensure stable rating and savings over the period. A quote had been obtained from Royal Sun Alliance Plc (RSA) under their Councilguard scheme, and the cost for the coming year would be £10,105.68 which is less than last year's figure (£11,240.66). The broker is planning to visit the Council in August and go through the insurance with the RFO and Chairman of the Finance Committee, and also discuss Crime and Cyber cover for the future. Members

Resolved: to renew with Royal Sun Alliance under a Long Term Agreement to benefit from future savings over the next 3 years and, to avail of the free Buildings Valuation offered.

### **6.3 Council's Investment Maturing**

Members were advised the Council had a fixed term deposit of £150,000 due to mature on 10 July 2019. £100,000 of the monies was CIL funds and Members

Resolved: it would be more transparent to invest CIL money as a separate investment and invest £100,000 for 12 months at a rate of 1.25%. The remaining £50,000 would then remain in the Lloyds General Account.

### **6.4 Amendment to Annual Governance and Accountability Return (AGAR) 2018/19**

Members noted that whilst making a final check on the documentation required by the External Auditor, it came to light that a box had been ticked in error on the Internal Auditor's section on the AGAR. The Internal Auditor had come into the office and made the amendment.

## **7. FINANCE CORRESPONDENCE**

### **7.1 Thank you letter**

Members were pleased to note a letter had been received from Edenbridge & District Twinning Association, thanking the Council for the £500 Service Level Agreement payment made for 20

## **8. PRESS RELEASE**

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

The meeting closed at 8.54pm

# **Paid Expenditure over £500.00**      **May 2019**      **Start of year 01/04/19**

Cheque	Paid date	Tn no	Net Cttee	Details	Heading
DD190501	01/05/19	39836	£882.66	Aviva	2050/1
IB190515	15/05/19	39778	£2,235.48	NFU Mutual Insurance	3070/1
DD190515	15/05/19	39823	£789.85	E-On UK Plc	3130
IB190515Pen	15/05/19	39840	£5,487.48	KCC Pension Fund	2000/3
IB190522	22/05/19	39725	£940.25	Sevenoaks Direct Services	1130
IB190522	22/05/19	39784	£679.50	The Colvin Cleaning Group	2220/2/3
IB190522	22/05/19	39794	£2,905.80	PSTechnology	2020/6
IB190522	22/05/19	39796	£560.00	Sevenoaks Direct Services	3050/11/8
IB190522	22/05/19	39802	£3,310.00	Streetsights	3135
IB190522CIL	22/05/19	39807	£19,940.00	R D F Group	6000
IB190528p11d	28/05/19	39721	£1,053.46	HM Customs & Excise	2000/6
IB190528pl	28/05/19	39814	£1,070.00	Sevenoaks District Council	2020/14
				Public Streetlighting	
				Pension contributions	
				Bonfire clean up	
				Rickards Hall Cleaning	
				Computer contract	
				Garden sacks	
				Part 1 of maintenance contract	
				Public Toilets refurbishment	
				Class 1A NICs	
				Premises Licence	

# Received Income over £500

May 2019

Start of year 01/04/19

Paying Ref	Paid date	Net Cttee	Details
10272	08/05/19	£1,370.61	Ritagate Ltd/T/A Bray Associates
10272	08/05/19	£2,250.60	Cemetery fees
DC190513	13/05/19	£6,805.34	HM Customs & Excise
DC190515	15/05/19	£688.79	Freshwater Group
10275	22/05/19	£883.99	Sale of brown sacks
DC190528	19/05/28	£1,269.75	Cemetery Fees
DC190528	19/05/28	£1,481.55	Cemetery Fees
DC190528	19/05/28	£1,000.00	Eden Valley Museum Trust
			Market Yard Rent
			Cemetery fees
			VAT Refund
			Leather market maintenance
			Sale of brown sacks
			Cemetery Fees
			Cemetery Fees
			Museum Rent

**Minutes of the PERSONNEL COMMITTEE of Edenbridge Town Council held at Doggetts Barn at 11.30am on Monday 1 July 2019 and re convened on Tuesday 2 July at 1pm**

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Present: Cllrs A Baker, A Layland, N Lloyd, M McArthur, S McGregor and J Scholey

In attendance: Town Clerk 1 July and Town Clerk (successor) 2 July

*Cllr M McArthur took the chair for this meeting.*

1. **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllrs S McGregor and A Damodaren
2. **DECLARATIONS OF INTEREST, INCLUDING ANY AMENDMENTS TO THE REGISTER** – the Clerk stated that she would stay to outline the issues and take questions, and then leave.
3. **TO CONFIRM THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 18 March 2019**

Resolved: that the minutes of the Personnel Committee meeting held on 18 March 2019 be duly signed as a true and accurate record of the meeting.

*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*

**5. DISCUSSION OF PERSONNEL ISSUES**

**5.1 Review of staff salaries resulting from the implementation of the new spinal points scale and recent pay awards.**

*The Town Clerk explained the existing structure and left the meeting prior to the start of Councillors' considerations.*

Members considered the implications of recent pay awards which had resulted in anomalies due to government policy to introduce a minimum/living wage and the introduction of the new spinal point scale which had further distorted the differentials.

*The Town Clerk left the meeting prior to the start of members' considerations.*

The meeting closed at 12.50pm on 1 July and re-convened at 1pm on 2 July 1, 2019

*The Town Clerk (successor) joined the meeting and confirmed her support for the proposal and left prior to the start of members' considerations.*

Members continued their discussions and

Agreed: to propose to Council that staff in new grades 3-14 should receive an increase of one spinal point and those in spinal points 15-40 by two spinal points with the exception of JD 13 who would receive an increase of one spinal point to resolve an historic difference. The retiring Clerk's salary to be adjusted to redress the 0.6% pay award for 2019, and the new Clerk's increase to be phased in over two years, subject to satisfactory service.

The additional cost of £5,351 to be funded for 2019/21 from contingency, with costs for 2019/20 onwards to be funded from the increased precept received from the additional housing.

Agreed: that a press release should be issued, stating how proud the Council was to be able to match salaries to the value of the staff skill sets, at no additional cost to the residents.

The meeting closed at 1.45pm



## Edenbridge Community Infrastructure Board 1 July 2019

**Present:** Cllrs Angela Baker, James Barnett, Alan Layland, Nick Lloyd, Margot McArthur, Stuart McGregor, John Scholey, Peter Smith

**In attendance:** Town Clerk - Cllrs B Todd and Zoe Roberts Smith were also present along with Anthony Wiffen, Project Manager Edenbridge Health and Wellbeing Centre for Kent Community Health NHS Foundation Trust; Peter Kingham, President of Edenbridge Chamber of Commerce and Terry Blake, Project Director Eden Valley Community and Business Support Centre.

**1. TO APPOINT A CHAIRMAN FOR THE COMMUNITY INFRASTRUCTURE BOARD**  
*(Standing Orders 4.d)*

**Agreed:** that Cllr M McArthur be elected as Chairman for the ensuring year.

**2. TO APPOINT A VICE - CHAIRMAN FOR THE COMMUNITY INFRASTRUCTURE BOARD**

**Agreed:** that Cllr A Layland be elected as Vice Chairman for the ensuing year.

**3. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Stuart McGregor and the Responsible Finance Officer

**4. DECLARATIONS OF INTERESTS OR PREDETERMINATION**

*A dispensation has been granted to all members to enable them to discuss matters relating to Land and Buildings the Council owns or has interest in. Cllr James Barnett advised he could be considering applications at the District Council as he is a member of their CIL Board.*

**5. TO RECEIVE THE REPORT OF THE BOARD MEETING HELD ON 28 JANUARY 2019**

**Agreed:** That the notes of the Community Infrastructure Board meeting held on 28 January 2019 be approved and signed as a true record of the meeting.

**6. TO CONSIDER APPLICATIONS FOR FUNDING FROM EDENBRIDGE TOWN COUNCIL'S CIL FUND**

The Chairman advised those present of the procedures set out for considering applications and that any decisions taken tonight would be subject to ratification by Council.

The Clerk presented a report which updated members on the Community Infrastructure Levy (CIL) contributions which had been received from the District Council from qualifying developments and funds distributed. Currently all Parish and Town Councils in the District receive 25% of CIL contributions collected, calculated against the top CIL charging rate, resulting in discretionary 'top up' payments made by the District Council.

The Levy can be spent on a range of infrastructure needed to support the development of Edenbridge but should not be used to remedy pre-existing deficiencies, unless they will be made more severe by new development. Town and Parish Councils have wider powers than the District Council, and are able to do 'anything else that is concerned with addressing the demands that development places on the area'

The Board currently had earmarked up to 46k for the Spitals Cross playground and had £86,945.86 currently unallocated.

**6.1 Kent Community NHS Foundations/Edenbridge Medical Practice/NHS West Kent Clinical Commissioning Group –To establish Edenbridge Health and Wellbeing Centre. Total project estimated costs 12.884million. Requesting an additional £75,000. This is an additional application to the already agreed award of £100k (Resolution February 2019, 8.1)**

The planning application has been validated today and a decision is expected in 13 weeks. Some funding has been obtained from the District Council CIL Spending Board with agreement 'in principle' from the CCG to cover the development costs. The site has been identified in the Draft Local Plan and the CCG Board meeting 1 July 2018 had supported the scheme. The proposal demonstrated strong economic, social and environmental benefits to the community and partnership working with other organisations.

The Board was addressed by the following speaker:

Company/person/body responsible for the bid - Tony Wiffen, Project manager Edenbridge Health and Wellbeing Centre

For the bid -

Against the bid -

ETC Representative –

Members asked questions of the speaker. He explained that bids to the Strategic Transformation Planning Organisation and the ETTF had been unsuccessful but a paper was being prepared for presentation to the Board in August to request a loan for £12 million. Discussions with KCC over land purchase were ongoing. Following assurances given in parliament to Tom Tugendhat MP, 2.7 million from the future sale of the Edenbridge and War Memorial would remain in Edenbridge. He could not be 100% certain that the funding would be forthcoming, and there were a number of Planning and Environmental issues to address but the organisations involved had a duty to provide services and he was confident that they would do so.

Members had no questions for the ETC Officer present.

**6.2 Edenbridge Town Council – Blossoms Park Boundary and access installation to improve defences against unauthorized vehicle access and encampments. Request for total project cost £4,969**

The prevention of unauthorised encampments would reduce the frustration of residents who suffer through a loss of the use of open spaces during unlawful encampments. The proposal demonstrated strong economic, social and environmental benefits to the community and there was considered to be certainty that the scheme would be delivered. If successful this bid would fund the entire project.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid - Cllr B Todd, Edenbridge Town Council

For the bid -

Against the bid -

ETC Representative –

Members asked question of the speaker - none

Members asked the Clerk to obtain clarification on the position regarding reclaiming VAT on CIL payments as the RFO was not present at the meeting.

**6.3 Edenbridge Town Council – Spitals Cross playground equipment, major refurbishment of the existing playground facilities to provide modern facilities for children with two distinct sections to serve 0-5 years and 6-13 years; total project cost £80k. Request for £35,000 *This is a proposed partnership project WKH (£5k approved) and Sevenoaks CIL (application to be made)***

Following two rounds of consultation and a delay getting permission to progress the scheme from SDC it was now in a position to go ahead. It is intended to start the installation in September and it was hoped that SDC would accept a retrospective application due to the long delay between their board meetings. The new equipment would provided an improvement to the existing range and better meet the needs of the growing community.

The Board was addressed by the following speaker:

Company/person/body responsible for the bid - Cllr B Todd, Edenbridge Town Council  
For the bid -  
Against the bid -  
ETC Representative –

Members asked questions of the speaker – the number of responses to the recent consultation was requested, 38 responses out of 400 were received which was considered a strong response.

Members asked the Clerk to obtain clarification on the position regarding reclaiming VAT on CIL payments as the RFO was not present at the meeting

**6.4 Eden Valley Community and Business Support Centre – to create a Community and Business Support Centre at Vincent House; project development estimated costs £200k. Request for CIL funding - £25,000**

The Chamber of Commerce wish to create a Community and Business Support Centre at Vincent House to improve and support the development of new business and employment opportunities. This would help provide work opportunities for the new residents that the development of houses would bring. The Centre would also provide support to the groups and organisations who arrange community events which help integrate the new and existing communities together. The Chamber has carried out extensive consultation and believes that its business model and plan are robust.

The Board was addressed by the following speakers:

Company/person/body responsible for the bid - Peter Kingham, President of Edenbridge Chamber of Commerce and Terry Blake Project Director Eden Valley Community and Business Support Centre.  
For the bid -  
Against the bid -  
ETC Representative –

Members asked questions of the speaker – a number of questions were asked. The lease with Raymac for the building is for 10 years, the first year free with rent incrementally rising thereafter to £12,000. The building currently has no toilet facilities or heating, so the Chamber is only holding short meetings in it and it cannot be hired out. It is seeking funding that it will be able to match to enable it to begin the first phase of the building improvements, and enable it to start receiving an income.

Members asked the Clerk if clarification had been received from the District Council on whether the proposal was infrastructure. Officers had advised that on the basis of the information provided it could not be considered as infrastructure. Should this Board be minded to offer support Members would need to consider if the proposal met the wider criteria in Section 59A of the legislation.

**Following the presentations Members debated the applications and made the following recommendations that would need to be ratified by Edenbridge Town Council.**

Agreed: that the application for funding by **Kent Community NHS Foundations/Edenbridge Medical Practice/NHS West Kent Clinical Commissioning Group – To establish Edenbridge Health and Wellbeing Centre** to be refused, on the basis that at this time insufficient evidence had been provided to justify it. Should they wish to return with further information following their Board meeting in August, a further request could be considered.

Agreed: to recommend to Council that the application for **Edenbridge Town Council – Blossoms Park Boundary and access installation to improve defences against unauthorized vehicle access and encampments**, application for **£4,969** be approved on the grounds

- Strong economic, social and environmental benefits to the community
- The scheme forms part of a planned strategy to address the need for infrastructure
- The scheme is deliverable within 3 years

Monitoring - the scheme to be monitored and payment made on the provision of a copy of the paid invoices approved by Edenbridge Town Council and by a visual check being carried out.

Agreed: to recommend to Council that the application for **Edenbridge Town Council – Spitals Cross playground equipment, major refurbishment of the existing playground facilities to provide modern facilities for children with two distinct sections to serve 0-5 years and 6-13 years; total project cost £80k**, application for **£35,000** be approved on the grounds

- Strong economic, social and environmental benefits to the community
- The scheme forms part of a planned strategy to address the need for infrastructure.
- CIL Funding will be matched from other sources
- The use of other funding sources has been maximised
- The scheme is deliverable within 3 years
- Sufficient evidence has been provided to demonstrate that maintenance arrangements are in place

Monitoring - the scheme to be monitored and payment made on the provision of a copy of the paid invoices approved by Edenbridge Town Council and by a visual check being carried out.

Agreed:

to recommend to Council that the application for **Eden Valley Community and Business Support Centre – to create a Community and Business Support Centre at Vincent House; project development estimated costs £200k; request for CIL funding.** Although the Board accepts that the application is not for infrastructure, it believes that it supports the demands of development by providing improvements to commercial infrastructure which will develop the employment infrastructure and secure economic development within the town. Thereby, meeting the requirements of Section 59A of the CIL Regulations - **£25,000** be approved, subject to confirmation that match funding for this amount be achieved from other organisations within 12 months on the grounds that there is

- Strong economic, social and environmental benefits to the community
- The scheme is deliverable within 3 years

Monitoring - confirmation that match funding for this amount be achieved from other organisations within 12 months to be received and confirmed before funding is released.

## **7. NOTIFICATION OF FUTURE APPLICATION**

### **7.1 Edenbridge Cricket Club**

Members noted the correspondence from Edenbridge Cricket Club.

Agreed: The Clerk to write explaining that some of the proposals are not infrastructure and therefore would not be suitable for submission and to suggest that an application be prepared for future consideration when their plans have been developed further.

## **8. APPLICATIONS TO SDC CIL BOARD**

Agreed: that an application to be made by Edenbridge Town Council to SDC CIL Board for funding for Spitals Cross playground equipment, to carry out a major refurbishment of the existing playground facilities to provide modern facilities for children with two distant sections to serve 0-5 years and 6-13 years; total project cost £80k. application for £40,000

## **9. TO RECEIVE THE INCOME AND EXPENDITURE REPORT, AND FUTURE ASPIRATIONS SUMMARY REPORT - noted**

## **10 TO REVIEW THE ONGOING PROJECT MONITORING REPORT - noted**

## **11. CIL FUND/ANNUAL RETURN – attached for noting**

## **12. DATE OF THE NEXT MEETING – tbc**

The meeting closed at 9.45pm

Present: Cllrs Jon Aldridge, Angela Baker, James Barnett, Alan Damodaran, Nick Lloyd

Apologies for absence: Cllr Alan Layland

**1. Appointment of Group Leader**

Cllr Barnett was appointed Group Leader, responsible for reporting back to Council.

**2. Terms of Reference**

Members discussed the Terms of Reference, which currently are:

‘This group has no delegated powers and will report to Council or Forward Planning Committee as appropriate

Recommendations to be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations, any approved policy framework

The group to consider all aspects of parking in the town, with the exception of Estate Parking at Stangrove and Spitals Cross, with the aim of ensuring that sufficient parking is available now and in the future. In particular to focus on:

1. Daytime parking to increase the economic viability of the High Street, including consideration of part pedestrianisation/shared space
2. Adequate provision for commuter parking
3. Investigate opportunities for additional parking opportunities
4. Review current restrictions and charging policy
5. The group to gather information, listen to residents’ views and make viable proposals to Council for consideration.’

Members wished to propose to Council deleting “with the exception of Estate Parking at Stangrove and Spitals Cross”. As the majority of the Group wanted consideration of wayfinder signs (item 3.2) included in the remit of the Parking Group, adding this to the Terms of Reference should also be proposed to Council.

**Do members agree to delete “with the exception of Estate Parking at Stangrove and Spitals Cross” from the Terms of Reference?**

**Do members agree to include consideration of wayfinder signs in the Terms of Reference?**

**3. Pending items**

**3.1 Opening up of Market Yard car park**

Members discussed different aspects of opening up a one-way access to Market Yard car park from the High Street and were broadly in favour. However, it has been discovered that, whilst Edenbridge Town Council owns the access road, the deeds allow the residents on either side not only to go up from the High Street but also back down the road, so this legal issue needs to be investigated before any further action is considered. In the meantime, planning permission has been granted to 53 High Street (which has double gates opening onto the road) to convert to two properties.

The Council’s solicitor would charge approx. £600-£800 to give advice and, if the case proves to be straightforward, a further £600-£800 to action it.

**Do members approve funding of approx. £600-£800 to start initial legal investigations?**

**3.2 Wayfinder signs**

Members discussed the signs at length and wanted to know by what date the funding found by KHS needed to be used – it is only for improving the High Street, not for any other purposes around the town. The majority did not wish to have a sub-group to look at the designs, they wanted the Group as a whole to decide and make a proposal to Council.

Cllr Barnett expressed his concerns about whether he would be able to remain a member of the Parking Group if wayfinder signs were part of the remit.

### **3.3 Parking on Spitals Cross**

Cllrs McGregor, Baker and Barnett are to meet representatives of Spitals Cross to walk round the estate to look at parking issues, and feed back to the Parking Group. Tony Bourne, West Kent Housing, has offered to take part. The afternoon walk is on Wednesday 3 July at 2pm, and the evening one on Thursday 4 July at 7pm.

A suggestion was made during the meeting for green spaces along Four Elms Road, going east from Fircroft Way, to be converted into angled parking.

### **3.4 Parking on Stangrove Estate**

This is with SDC, however Edenbridge Town Council members supported the proposal for further parking, put forward in the Local Plan, and financed by more housing. It has been a long-held wish of this Council for parking on Stangrove Estate to be increased.

### **3.5 Parking outside Marino's Fish & Chips**

A resident has requested some sort of barrier at the north end of the High Street to prevent parking on the pavement by customers for Marino's. Kent Highways considers the problem is best dealt with by parking enforcement. Member discussed the issues of pedestrians being endangered on the pavement and vehicles trying to pass cars parked on the brow of the hill, both on and off the pavement. It was agreed to request SDC to increase the visits by their enforcement officers, particularly in the evening, and to ask for their data on the parking problems.

### **3.6 Height barrier for Market Yard car park**

Members thought a height barrier for Market Yard car park was a good idea in principle, although a number of considerations needed to be taken into account – access for tall vehicles that had a legitimate reason to be there, who should have the code/key, the Thursday market traders, would one be required at the entrance from the High Street if the opening went ahead, etc. Cllrs Aldridge and Lloyd agreed to investigate vehicles currently using the car park.

## **4. Date of next meeting**

The next meeting is on Monday 22 July at 2pm in Doggetts Barn.

The meeting finished at 9.10pm

## **PARKING TASK AND FINISH GROUP**

### **Terms of Reference**

This group has no delegated powers and will report to Council or Forward Planning Committee as appropriate

Recommendations to be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations, any approved policy framework

The group to consider all aspects of parking in the town, ~~with the exception of Estate Parking at Stangrove and Spitals,~~ with the aim of ensuring that sufficient parking is available now and in the future. In particular to focus on:

1. Daytime parking to increase the economic viability of the High Street, including consideration of part pedestriainisation /shared space
2. Adequate provision for commuter parking
3. Investigate opportunities for additional parking opportunities
4. Review current restrictions and charging policy
5. The group to gather information, listen to residents' views and make viable proposals to Council for consideration
- 5.6. To consider Wayfinders for Edenbridge Town

## **Edenbridge Community Warden Steering Group**

Partners: Edenbridge Town Council, John Coldman Charitable Trust, Moat Housing Ltd, Sevenoaks Community Safety Partnership, West Kent Housing Association, Great Stone Bridge Trust,

c/o Doggetts Barn  
72A High St  
Edenbridge  
Kent TN8 5AR

Christine Lane, Town Clerk  
Edenbridge Town Council  
72A High Street  
Edenbridge  
Kent TN8 5AR

3<sup>rd</sup> July 2019

Dear Christine,

**Members wish to draw attention to the serious financial crisis facing the Warden Steering Group. Income to support the Community Warden role will again fail to cover expenditure in this financial year, by approximately £3,000. All the Reserve will have been used by the end of March 2020, and unless additional funding can be sourced, the future of the role is at risk.**

The Warden role has been supported for many years by a jigsaw of voluntary funding from several local organisations. There have been reductions in the level of support over recent years, and despite increase in contribution from three Partners, it has been necessary to use money from a dwindling reserve to cover the annual shortfall. Other Partners and funding sources are being sought, but revenue funding for an existing role is difficult to source, compared with capital project grants.

The Town Council is one of the key Partners, currently making a £7,000 pa contribution, and providing management of the role on the Group's behalf for receipt of £2,625, thus making a net contribution of £4,375. It employs the Warden and supports a role which makes a real difference to the town, dealing promptly with issues such as graffiti, fly-tipping and litter, vandalism and dog-fouling. The Warden co-ordinates the team of volunteer litter-pickers and also Speedwatch volunteers – all items which if not addressed reduce the general sense of well-being in the Parish. The range of activities is increasing, and can evolve and change as the needs of the community alter. She has also become a valuable member of the Council team.

The Council is asked to continue its support for the coming financial year 2020/21, and to increase its contribution to £9,000. The steering Group also asks the Council to consider in principle further commitment of £9,000 per year for a further four years.

The Warden role also provides a most useful two-way communication between organisations and local people, not all of whom would use official contact routes. The on-going community planting project is also enhancing the local environment, bringing colour with spring flowers to various locations through the town.

I enclose some background notes on the Community Warden role, covering the past and present situation, and also the budget summary for this year which will require all of the remaining reserve. It leaves nothing to carry forward beyond March 2020 to cover the shortfall in 2020/21. The Warden's current two-year contract expires in mid-October, and as employer the Council will need to advise the employee this month regarding the way forward.

contd./

Members of the Steering Group are sure the community would very much like this effective and much appreciated role to continue, and believe the town would be a poorer place without the Warden. The Group looks forward to the Council's response.

Yours sincerely,

Kathy Staff (Mrs)  
Admin Officer, EB Community Warden Steering Group

**EDENBRIDGE COMMUNITY WARDEN STEERING GROUP: BUDGET 2019/20**

	2019/20	Comments
<b>INCOME</b>		
Edenbridge Town Council	7000	
West Kent (Housing Association)	3500 }	This assumes all partners continue to support the Scheme at the same level as before
Moat Homes Ltd	1000 }	
Great Stone Bridge Estate	3000 }	
John Coldman Charitable Trust	2000 }	
<b>TOTAL INCOME</b>	<b>16500</b>	
<b>EXPENDITURE</b>		
Salaries & Associated Costs	15000	22 hrs per week plus NI & pension contributions
Management Costs (per ETC)	2625	Covers support/supervision/appraisal/payroll etc
Telephone	230	Mobile phone costs
Vehicle Costs		Renault Kangoo purchased in February 2015 at gross price of £5500 after part-exchange of previous vehicle
Vehicle Excise Duty	250	
Insurance	300	
Servicing/MOT	150	
Fuel	125	
Repairs	200	
	1025	
Clothing & Supplies	30	Small provision in case of need £21.02 per month
Lone Working Device	252	
Training	0	
Sundry Costs	15	Small provision in case of need
<b>TOTAL EXPENDITURE</b>	<b>19177</b>	
Deficit Budget set for 2019/20	<b>-2677</b>	
Balance b/fwd from 2018/19	2601	
Balance/Deficit at year end 31/3/20	<b>-76</b>	
<b>RESERVES AT 31/3/20</b>	<b>NIL</b>	
<b>IDEAL RESERVES</b>		
Unrestricted 50% Reserve	9588	6 months expenditure
Contract Commitment Reserve	3000	Redundancy payments
<b>TOTAL IDEAL RESERVES</b>	<b>12588</b>	

**Notes:**

All Reserves (previously built up to cover the cost of replacement vehicle in due time) have now been utilised to cover normal annual expenditure. We, thus, have no provision for a further purchase of a replacement vehicle. Current vehicle now 7 years old.

GEC: 31/3/19

## Background notes to the Community Warden role

### History

Originally a Government-funded scheme (2 years originally – extended to 3 due to protests over ending of scheme nationally) then Sevenoaks took over. When SDC withdrew, Edenbridge community organisations took over funding the role, and Town Council employs and manages the Warden on behalf of the community.

It is NOT the Kent Community Warden role introduced through the Kent Police route, in which activities are prescribed, and town would have to share with neighbouring town and villages. Edenbridge was not allocated a Kent warden, as we had our own unique Warden role.

### Current framework of support – including financial

Organisations in the community **voluntarily** support the role, and their representatives form the Steering Group which meets quarterly to receive reports and consider activities as needs arise: those Partners who contribute funding are the Town Council, West Kent Housing Association, Great Stone Bridge Trust, John Coldman Trust, and MOAT Housing Ltd - £16,500 total per year, against expenditure currently around £19,200

### Current hours and range of activities

The role is currently 22 hours a week, generally spread over five days, but with some flexibility by arrangement to cover specific events, and the monthly Chamber of Commerce meeting.

The role encompasses a wide range of activity to maintain and improve the town's environment in the broadest sense, which can be tailored to the evolving needs of the community over time. Activities range from monitoring and dealing with graffiti tags and reporting fly-tipping, to co-ordinating litter-picking sessions and the Speedwatch scheme, liaising with police and officers of District Council, attending the PACT meetings, engaging with dog-walkers and addressing fouling issues, and providing a two-way channel of communication to and from organisations and residents (including leaflets and posters) which can pick up on social issues that need addressing. This is not an exhaustive list.

## **Clerk's Report to full Council**

**July 2019**

I have started my handover (24<sup>th</sup> June) with Christine who is due to step down as Town Clerk at the end of July. At this stage there is little information for me to provide updates on.

**Annual Leave:** Staff annual leave over the summer period has been booked with consideration to ensure office cover. During July and August there will be at least one member of staff on leave at any one time.

**Casual vacancies:** There is currently one Council vacancy for co-option. The casual vacancy has been notified to Sevenoaks District Council and advertised. There were not enough electors requesting a by-election therefore, the vacancy can be filled by co-option. This has been posted on the Council's website inviting interested candidates to contact the Clerk by 2 September. It is intended to consider applicants at the next Council meeting on 9 September.

**Eden Valley Tourism Forum:** Attended the Forum's meeting on 2<sup>nd</sup> July.

### **Resident's correspondence to note (other than general requests for information):**

One resident - emails received regarding Community Speed Watch

**Christine Lane**

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**Subject:** FW: Edenbridge Community Christmas Association - Town Event 30 November

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**From:**

**Sent:** 03 July 2019 07:56

**To:** Christine Lane

**Cc:** Kathy Staff

**Subject:** Edenbridge Community Christmas Association - Town Event 30 November

Good morning,

We are again holding our Christmas Event in the High Street this year. As part of our road closure application to KCC/ SDC they have advised of the need for a music licence. I am asking for permission to use the council's TN8 licence as part of our application process to KCC. Last year we paid an exorbitant fee for this and with funds as tight as they are would rather spend on other areas.

I hope I am in time for this to be considered at the next council meeting.

Any queries, please let me know.

Thank you.