

**MINUTES of the Council Meeting of EDENBRIDGE TOWN COUNCIL, held in Rickards Hall at 7.30 pm on Monday 08 July 2019**

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

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

Representatives from the Stangrove Community Group (SGG) gave a presentation to the Town Council prior to the start of the meeting. Jim Parish (Chairman of the SGG), Caroline Burgess-Pike and David Swindells provided some background information about the estate and discussed the proposals that had been presented by Sevenoaks District Council (SDC) aimed to address parking issues and included some additional development. The estate had been built in the early 1960s on the old Stangrove Manner site and without the foresight of the growth of car ownership. The estate now had a shortage of car parking spaces, this resulted in many residents using the green spaces to park. SGG said that the concerns with SDC's proposals included the reduction of green open spaces, the change of access to these spaces and generally the proposals did not fully address the issues and needs of the estate.

SGG accepted that to create additional car parking spaces changes would be needed and several tentative alternative suggestions were discussed. It was noted that the local shop did need regeneration and perhaps the proposals for this area could be better utilised.

Members understood the issues with the estate and SDC's draft proposals; however, in order to afford creating additional car parking spaces some new building would be needed to offset the cost. SDC were also under pressure to deliver on housing numbers. The ideas presented by SGG would require further investigation and costings and the Town Council recommended the Group considered engaging with a consultant to cost out an alternative scheme. It was also suggested SGG approached SDC to ask how much detail they would require before for an alternative proposal could be considered. Members asked if a census had been done on the views of the residents. SGG said that they had the results from the SDC public consultation and would put forwarded its suggestions at its Annual General Meeting (AGM) on 27<sup>th</sup> July.

It was noted that SGG had approached SDC for details on the costing for the current proposed scheme, but had yet to receive this information.

***19:30 Council meeting opened***

**1. TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllr Todd.

**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 Layland declared a personal interest as a neighbour of planning application SE/19/01696, agenda item 6.5; and also noted he was a member of the Community Warden Steering Group, item 10.2.

***19:32 Meeting was adjourned for agenda item 3***

**3. PUBLIC QUESTIONS AND STATEMENTS**

A representative from the Edenbridge Community Christmas Association (ECCA) said that following the success of last year's Christmas Event in the High Street which was well attended, it would like to hold the event again this year and was asking the Town Council to consider the use

of its TN8 premises licence, to permit music. Last year, ECCA had paid for its own license which was costly and it would be helpful not to have this expense.

A resident said that he was attending to hear comments on agenda item 7.1, application for a Health and Wellbeing Centre at the land to the south of Four Elms Road, Edenbridge.

*19:35 Meeting was reconvened*

**4. TO CONFIRM THE MINUTES OF MEETING HELD ON 10 June**

**Resolved:** that the minutes of the Council meeting held on Monday 10 June 2019 be duly signed by the Chairman as a true and accurate record of the meeting; pages 9151-9155.

Cllr Layland proposed to bring forward two agenda items: 11.8, to consider a request to use the Council's TN8 Licence, as a representative from ECCA was in attendance; 10.2 to receive a letter from the Community Warden Steering Group (CWSG), as the Deputy Clerk was in attendance to make a representation on behalf of the Group.

**Resolved:** Members supported the proposal to bring forward the agenda items; (*decisions are minuted in the agenda order*).

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

None.

**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

Recommend: **Objection** on the basis that it was in front of the building line and would be out of character with the general street alignment.

*Should the application be approved, Members ask the Officer be minded to apply a condition to ensure that it was ancillary to the main house and cannot subsequently be converted in to a separate property.*

**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

Recommend: *No Comment. To leave to the Tree Officer's assessment.*

**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

Recommend: *No Comment. To leave to the Tree Officer's assessment.*

**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

Recommend: *To leave to the Tree Officer's assessment, but Members questioned the height clearance and felt to lift the canopy to 4.5m from the ground level was excessive.*

- 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

Recommend: *Approval; Members would support this application.*

- 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

Recommend: *Approval; Members would support this application.*

## **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 Town Council would consider its recommendation at a meeting on 16 July, 7.30 pm, at Rickards Hall.** This application was available to view at the Council offices Monday to Friday and also available online at Sevenoaks District Council.

Noted; it was suggested that Members who could not attend the Planning Committee meeting on 16<sup>th</sup> July, could submit comments to the Clerk for presenting to the Committee.

- 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

No Comment; the application amendment was noted.

- 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

Noted; this had been granted on a five day notification of emergency works.

- 7.4** Advert signs. **36 High Street Edenbridge KENT TN8 5AJ**. Ref. No: 19/01794/ADV

Members wished to consult on this application and asked for its comments to be submitted to SDC.

Recommend: *Objection on the basis that Edenbridge was in a conservation area and on historical grounds illuminated signs had not previously been permitted*

- 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

The non material amendment was noted; Members had no comment.

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

- 8.1** Forward Planning Committee – 17 June

**Resolved:** the minutes numbered 9156-9163 to be adopted.

- 8.2** Planning and Transportation Committee – 24 June

**Resolved:** the minutes numbered 9164-9166 to be adopted.

- 8.3** Finance Committee – 24 June

**Resolved:** the minutes numbered 9167-9171 to be adopted.

- 8.4** Personnel Committee – 1 July

**Resolved:** the minutes numbered 9172 to be adopted; *(these minutes were not published due to possible confidential staffing matters).*

**8.5 CIL Board – 1 July**

**Resolved:** the minutes presented from the CIL Board were received and approved. Cllr McArthur asked if the CIL Board minutes should form part of the Town Council's formal record minute book.

**9. TO RECEIVE COUNTY AND DISTRICT COUNCILLORS REPORTS**

**9.1 County Councillor**

Cllr Peter Lake had given his apologies and provided an email report: He had been looking at the school transport issues and had spoken to the Cabinet Member for Transport about the reinstating the later buses to and from Edenbridge to coincide with the schools. The Cabinet Member for Education had assured him that Edenbridge children would no longer have to travel to Cranbrook as spaces had now been provided at alternative schools in Sevenoaks and Tonbridge. He also provided an update on Kent County Council (KCC) Superannuation Fund, which had £261m invested in the Woodford Income fund which was currently subject to suspension. Fortunately, this represented just 4% of the total value of the Fund and currently other investments held in the Fund were performing well.

**9.2 District Councillors**

Cllr McArthur informed Members that she had been appointed to the SDC Cabinet; she was the Portfolio Holder for the Cleaner and Greener Advisory Committee. This included: Direct Services, Street Cleansing, Waste and Recycling, CCTV, Environmental Health, Green Spaces and Parks (mostly SDC owned), Parking (mostly the SDC owned car parks in Sevenoaks), Pest Control, Licensing, Facilities Management, Emergency Planning, Air Quality, Delivery Partner Assurance, Wellbeing. She was also on the Appointments Committee and an appointed representative to the following outside bodies: Kent Resource Partnership Members Board; Parking and Traffic Regulations Outside London (PATROL); and Sevenoaks Leisure Board Trustees.

Cllr Layland said that he was on the Development Control Committee; Licensing Committee; and the Scrutiny Committee. He was also a representative for the Volunteer Bureau Edenbridge Voluntary Transport Service. He mentioned that the issue with the length of time it was taking for taxi drivers to obtain a licence had been brought to his attention by a local taxi company recently and he would be raising this at SDC.

Cllr McGregor reported he was on the Community Infrastructure Levy (CIL) Spending Board; Development and Conservation Advisory Committee; Improvement and Innovation Advisory Committee; and the Sevenoaks Joint Transportation Board. He was also a representative for Eden Valley Museum Trust; and Upper Medway Internal Drainage Board.

Cllr James Barnett said that he was on the Cleaner and Greener Advisory Committee; CIL Spending Board; Development and Conservation Advisory Board and the Development Committee.

**10. TO RECEIVE REPORTS AND ANY RECOMMENDATIONS FROM WORKING GROUPS; DELEGATED REPORTS; CLERK'S AND OFFICIERS' 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***

**Resolved:** Members agreed that the Parking Group should be looking at parking issues for Edenbridge as a whole and supported the **amendment to the Group's Terms of Reference**. The third paragraph would now read: *The group to consider all aspects in the town, with the aim of ensuring that sufficient parking is available now and in the future.*

**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***

Members discussed if the Parking Group was the right forum for Wayfinders. It was noted that Wayfinders was allocated to the Group as it was thought there was some funding accessible from highways, but this money could be directed elsewhere. It was mentioned that Wayfinders were to benefit tourism and it was also questioned if Wayfinders was the right name and perhaps signage would be more suitable.

**Resolved:** Members agreed to refer this to the **Open Spaces Committee to consider suitable signage for Edenbridge.**

**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**

Members discussed; it was noted that legal advice would be needed to change the Deeds to the Market Yard Car Park; however, before this could be investigated further the other named parties on the Deeds would need to be approached.

**Action:** The Town Clerk was asked to write to the two neighbours (53 and 55 High Street) about the proposed scheme and to ascertain their views.

**10.2 Community Warden Steering Group – 3 July**

**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**

Members received a letter from the Community Warden Steering Group (CWSG) which was asking the Town Council to continue its support for Community Warden Scheme. The Deputy Clerk made a representation on behalf of the Community Warden Steering Group (CWSG): The Community Warden was a government initiative formed in 2002. When it withdrew its funding, a partnership scheme was established which included SDC. In 2009, SDC withdrew its funding and a number of local community organisations took over the funding on an annual voluntary basis; this included the Town Council. However, there had been reductions in the level of support over recent years, and this had led to the CWSG reserves being depleted. The other issue was the contract of employment was on a two-year fixed term basis and was due for renewal in October 2019; the CWSG wanted to be able to give some reassurance to the Community Warden.

Members discussed and unanimously acknowledged that Community Warden was valued by the community and the Town Council. The two main issues were: 1) the funding shortfall; 2) the timing issue of the contract of employment. It was noted that although the Town Council's contribution was £7,000, it also provided a management role and charged for this, so the net contribution was actually £4,375. Members noted that the normal procedure would be for the Council to consider this as part of the forward planning and budget proposals in September/October; but it recognised that this did not coincide with CWSG budget times and that they required funding assurances now. Members also had concerns that the Community Warden's contract of employment was on a two-year renewable basis. As an employer with shared responsibility, it questioned the legitimacy of on-going renewal of this style of contract. Members agreed that a more permeant solution was needed.

**Resolved:** It was agreed to continue the support, as previously resolved, for the current year of £7,000. **To ask the Forward Planning Committee to make a recommendation for the budget to a) include the Community Warden funding as part of its on-going annual expenditure; b) to increase its contribution to £9,000 per year. To extend the Community Warden's contract up to 31<sup>st</sup> March and a new contract be issued from 1<sup>st</sup> April.**

**Action:** The Clerk was asked to investigate the contract of employment.

**10.3 Clerk's report**

Received.

**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 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.

**Resolved:** Members agreed to **refuse** the Kent Community NHS Foundations/Edenbridge Medical Practice/NHS West Kent Clinical Commissioning Group application to establish Edenbridge Health and Wellbeing Centre, on the basis that at this present time insufficient evidence had been provided to justify it.

**11.1.1. 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.

**Resolved:** Members **supported** the application for Blossoms Park Boundary and access installation to improve defences against unauthorized vehicle access and encampments, and **resolved the CIL expenditure of £4,969.**

**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.

**Resolved:** Members **supported** the application for Spitals Cross playground equipment to enable a 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, and **resolved the CIL expenditure of £35,000.**

**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.

**Resolved:** Members **supported** the application from Eden Valley Community and Business Support Centre to create a Community and Business Support Centre at Vincent House project; **and resolved the CIL expenditure of £25,000, subject to confirmation that match funding for this amount be achieved from other organisations within 12 months and on the conditions mentioned above.**

**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.**

**Resolved:** Members **unanimously supported the pay recommendations for all staff as detailed above, and resolved the additional expenditure of £5,351 for 2019/20**

**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.**

Members recognised the value of its staff and agreed the Council was proud to recompense its employees.

**Action:** Cllr McArthur was asked to take advice from the Press Officer at SDC on a possible press release.

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

**Resolved:** that the **Planning and Transportation Committee to have full delegated powers for July and August** and until the Town Council reconvened in September.

**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 was the updating of Doggetts Barn COSHH assessment. This was to be completed by 30 September prior to the annual review in December  
Noted.

**11.5 Council vacancies**

Members noted it had one Council vacancy. The casual vacancy had been notified to Sevenoaks District Council and advertised. The closing date for residents to call for a by-election was 24 June; there had not been enough submissions by electors therefore, the vacancy can now be filled by co-option. A notice had been posted on the Council's website inviting interested candidates to contact the Clerk by 2 September. It was intended to consider applicants at the next Town Council meeting on 9 September.

**11.6 Family Fun Days – update**

An email that had been circulated by the Clerk was noted: This event was organised by Play space and there were four dates for Edenbridge: 1, 8, 15, 22 August. All four dates would have the core activities of crafts, games, circus skills, football and an inflatable (castle or slide type). The Great Stonebridge Trust was funding an extra activity for three of the dates: 1 August – magic show; 8

August – African drumming; 15 August – face-painting. The Town Council agreed budget was £2k; total cost to the Council £1,849 plus the cost of change to vinyl banner.

**11.7 War Memorial – update**

Cllr Layland reported discussions were continuing, but there was nothing new to report at the moment.

**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 November 2019**

**Resolved:** Members were keen to support the Edenbridge Community Christmas Association event **and resolved to allow ECCA to use its TN8 Licence for the Christmas event on 30 November 2019**, on the basis that it provided a satisfactory Risk Assessment, copy of its insurance certificate and applied for the other necessary licenses, such as the music PRS and PPL.

**12. TO CONSIDER ANY PRESS RELEASES**

**Action:** To prepare a press release on the successful applications for CIL funding. It was also suggested that the Council's website should have a link to up and coming roadworks in the area.

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

The meeting closed at 20:58