



Edenbridge Town Council

Town Clerk: Caroline Leet



Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on Monday 14 October at 7.30 pm, which Councillors are summonsed to attend.

Town Clerk

09/10/2019

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 only: reminder that there is a presentation from MOAT, at Doggetts Barn from 6.30 pm

AGENDA

1. TO RECEIVE APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

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 9 September 2019

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

- 5.1 To note: Following the resolution to engage a consultant (Impact Planning Services) to represent Edenbridge Town Council at the SDC Local Plan examination Hearings, the changes in the schedule of Hearings has meant that the fee quotation has increased due

- to representation now being over four days instead of three (and four Statement reports). The budget of £10k may need to increase and the Council is asked to consider an additional contingency of £1,000 from the unallocated reserves.
- 5.2 To receive verbal feedback on the Local Plan Hearing sessions so far (news and updates on the draft Local Plan are available on [SDC website](#))
- 5.3 To receive a verbal feedback report on the SDC Liaison meeting which took place at the Council offices on 3 October
- 5.4 To receive a verbal feedback report on the Visioning Workshop for Edenbridge Town Council
- 5.5 To approve the Council and Committee meeting dates for 2020*
- 5.6 Councillor Training: To consider up to £350 for a planning session on planning applications and considerations when making recommendations. Followed by a second session for the new financial year on planning issues facing Edenbridge (expenditure of up to £350)
6. TO CONSIDER THE CURRENT PLANNING APPLICATIONS
- 6.1 Erection of two storey extension. Porch. **Shernden Cottage Shernden Lane Marsh Green Edenbridge KENT TN8 5PS** Ref. No: [19/02723/HOUSE](#)
- 6.2 Demolition of existing outbuildings, construction of single storey side extension with associated landscaping. **Little Brook Street Hartfield Road Edenbridge KENT TN8 5NH** Ref. No: [19/02764/HOUSE](#)
- 6.3 Demolition of existing single storey extension and provision of new part single, part two storey, rear extension and part garage conversion. **Lanercost Station Road Edenbridge KENT TN8 5NB** Ref. No: [19/02672/HOUSE](#)
- 6.4 Outline application for demolition of existing driving range buildings and construction of seven dwellings with associated parking with all matters reserved. **Kent And Surrey Golf Range Ltd Driving Range Crouch House Road Edenbridge KENT TN8 5LQ** Ref. No: [19/02644/OUT](#)
- 6.5 Prior notification of a single storey rear extension which extends 4m beyond the rear wall of the original dwelling house with a maximum height of 2.75m and eaves height of 2.4m. **115 Lingfield Road Edenbridge KENT TN8 5DY** Ref. No: [19/02640/PAE](#)
- 6.6 **Amended Parish Consultation** - Construction of one detached one bedroom bungalow and one detached two bedroom bungalow. **Fox and Manwaring 11 High Street Edenbridge KENT TN8 5AB** A summary of the main changes are: **Amended plans received for unit one, reducing the size of unit one to 1 bedroom only and reducing its height.** Edenbridge Town Council supported the original application with the following comments: *Members support this application, subject to the Officer checking on the overlooking of 16 Grange Close.* Ref. No: [19/02209/FUL](#)
- 6.7 **Amended Parish Consultation** - Proposed extension to front and rear of property. New double garage to front of property. **The Pits Pt Lane Edenbridge KENT TN8 6BD** Edenbridge Town Council **objected** to the original application on the following basis: *On the basis that it is 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 is ancillary to the main house and cannot subsequently be converted to a separate property. A summary of the main changes are: Reduction in height of the proposed garage in line with others present in Pit Lane.* Ref. No: [19/01914/HOUSE](#)

7. For Information

- 7.1 Mature horse chestnut. Reduce crown by 30% shape and lift canopy, remove any dead or diseased branches **4 Eden View High Street Edenbridge KENT TN8 5FE** Ref. No: [19/02738/WTPO](#)
- 7.2 **Amended Parish Consultation** - Provision of a three bedroom dwelling with detached garage consistent with application permitted under reference 19/0294/FUL but incorporating replacement, rather than conversion of existing outbuilding. **Ashcombe Hilders Lane Edenbridge KENT TN8 6LD** Edenbridge Town Council previously **supported** the application stating: *Members now wish to support this amended application but ask Officers to ensure the development meets the required standards with regards to nearby trees.* A summary of the main changes are: **Further information regarding ecological works received from the Biodiversity Officer at Kent County Council stating that previous comments made were still valid.** Ref. No: [19/02134/FUL](#)

8. TO ADOPT THE FOLLOWING REPORTS/MINUTES OF MEETING

- 8.1 **Open Spaces Committee– [16 September](#)**
- 8.2 **Personnel Committee – 16 September – *copy attached***
- 8.3 **Planning and Transportation Committee – [23 September](#)**
- 8.4 **Finance Committee – [23 September](#)**
- 8.5 **Grants and Charities Annual Meetings – 7 October – *minutes to be published***

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 – 9 October – verbal report, notes will be received at the November meeting**
- 10.2 **Clerk's report***

11. OTHER BUSINESS including items referred from Committees for decision

- 11.1 **To note: Church House Preschool closed at the end of July after approximately 40 years and vacated Rickard Hall September**
- 11.2 **To receive the External Auditor's Conclusion of Audit***
- 11.3 **Personnel Committee: To receive the following recommendations*:**
- 11.3.1 **To provide the Community Warden with a new contract with continuous employment backdated to when she first started; and to invite her on the Medical Insurance Scheme form 1 April 2020**
- 11.3.2 **To offer the two part-time administration staff increased hours from 1 November to allow for up to 44 hours in total. If the hours could not be met, the Town Clerk was asked to bring back to the Committee to consider advertising for a third person. It was agreed that if additional were required before 1 November, she could authorise these as needed**
- 11.3.3 **To provide the Planning and Administration Assistant and the Tourism and Administration Assistant, with permanent contracts with continuous employment backdated to when they each first started; and to invite them on to the Medical Insurance scheme form 1 April 2020**
- 11.4 **Council papers accessibility*: To receive a report with proposals to change the way council papers are prepared to allow text-based pdfs of its agendas and minutes, and to consider purchasing the appropriate software at the expenditure of up to £756 for four computer licences plus installation cost of approximately £200**
- 11.5 **To receive a report from the Edenbridge and Westerham Citizen Advice Bureau***
- 11.6 **To consider writing to Sevenoaks District Council to request that it improves its planning portal**

- 11.7 To consider allowing Lloyds Bank Mobile Branch access to park at the Market Yard car park on Thursdays to coincided with Market Day**
- 11.8 To consider allowing SKY Mobile promotions access to park at the Market Yard car park (dates to be confirmed); Sky would pay the Town Council for this facility**
- 11.9 To receive a request from the Rugby Club and to consider to allow them to convert two of the changing rooms into one larger changing room at the Pavilion; the Rugby Club would fund the cost of the works*
- 11.10 To receive an invitation from CAGNE Aviation to become a member of its Town and Parish Council Forum*
- 11.11 To confirm the arrangements for the Remembrance Day service and parade – Sunday 10 November
- 11.12 Finance Committee: To nominate a replacement Councillor on to the committee

12. CONSULTATIONS

None

13. TO CONSIDER ANY PRESS RELEASES

14. DATE OF NEXT MEETING – Monday 11 November

** Report/paper attached*

*** image attached*

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)

Report to full Council and Clerk's Report

October 2019

General info/updates

Reminder - Minutes of Council and Committees: The agenda has links to the website for the Council/Committee meeting minutes. (Where minutes have not been published prior to the agenda preparation, please check the website.) *If anyone would like a paper copy of the minutes, these can be obtained from the office.*

Planning: Links to planning applications on the SDC planning portal have been included on the agenda.

CIL procedures review: The September Council meeting agreed to review its Community Infrastructure Levy (CIL). The Clerk has yet to be present these to Cllrs Lloyd and Todd to review before presenting to the Council. It is hoped this will be completed for the November meeting. The next CIL Board meeting date is to be confirmed.

CIL application to SDC: The Council has submitted a CIL application for the Spitals Playground project; the SDC CIL Board is due to meet December 2019.

Website: The Council's website hosting has moved to PS Technology and a SSL Certificate has been applied. Work has started on preparing the site for compliance with The Public Sector Bodies and Mobile Applications) (No.2) Accessibility Regulations 2018 which is required by 22 September 2020. (Part of this includes agenda item 11.4 Council Papers accessibility.)

Tourism website: As part of the Forward Planning document, it was identified that the Tourism website, Endenvalleykent needed to be updated (it was created in 2005). A proposal for a new site is currently being prepared and will be presented to the next CIL Board meeting for funding consideration.

Council office improvements: Following the Council's September meeting, new computer screens and supporting equipment has been purchased for the office; the reception area has yet to receive its new screens. The new office/front desk furniture is currently being reviewed and will be ordered in due course. The office carpet is due to be replaced this year under the 10/30 year maintenance plan this year.

Budget 20/21: Preparations for the new financial year have started and will be presented to the Forward Planning meeting on 28 October and subsequent Finance Committee meetings.

Information to support agenda items

5.1 To review the expenditure for the Consultant representations for the draft Local Plan Hearings: The Council has already resolved the expenditure of up to £10k for Robert Wilson, Impact Solutions to prepare statements for the Hearings and to make representation on behalf of the Town Council. When the initial quotation was prepared this had been for attendance over three days. However, the revised Hearing programme now requires four days representation and four statements. Whilst the amended quote is within the £10k already allowed, this does not allow for other costs which may be incurred, the fee proposal states: *all meetings, discussions, emails, correspondence and phone calls are subject to be charged upon an hourly rate basis (Director £225p.hr), Associate £140 p.hr; Senior Planner £120 p.hr; Research Project Manager £90p.hr. All charges are subject to incidental expenditure and VAT.* I would suggest a further £1k allowance.

Do Members agree to an additional expenditure of up to £1k from the unallocated reserves for the Consultant costs for representation at the Local Plan Hearings?

5.5 Council and Committee meeting dates: The attached proposed dates are based on Monday evenings in 2020. The proposal has assumed changes to the number of Council and committee meetings during the year (additional meetings can be called if needed). The structure and terms of reference (TOR) for the existing structure remains; however, I propose that a small group of Members is nominated to reconsider the committee structure and the TORs. Some work has already been carried out on this by the previous Council.

Do Members agree to reduce the number of Council and Committee meetings for 2020 and accept the meeting dates calendar for 2020; and to also consider a review of the existing committee structure?

5.6 Councillor Training: At the last meeting one of the requests was further planning training. I have approached Alan Dyer who previously provided an Introduction to Planning session for Members, to ask if he could run a further session on planning applications (and considerations for making recommendations). He has estimated £300. We have also discussed a second session looking at planning issues facing Edenbridge; he has advised this would be more suited after the draft Local Plan examination is over so I would propose this for new financial year.

Do Members approve the expenditure of up to £350 for a training session on Planning Applications (and considerations for making recommendations); and to approve a second training session in the financial year 2020/21 on Planning Issues facing Edenbridge and a further expenditure of up to £350?

11.3 Personnel Committee (PC): The minutes of the meeting of 16 September are attached. The Community Warden contract has been discussed by the full council already and agreed. There are two matters on the PC minutes which will be taken to a future PC meeting: 1) refers to item 5.3 to allow up to 44 hours for office and administration (currently at 62 hours but reducing to 44). The existing employees are unable to meet the 44 hours, so to consider recruiting a third part-time person. 2) refers to 5.5 to implement annual pay increments to reflect the NJC agreement (and the Green Book as referenced in the contracts of employments); the calculations have been reviewed.

Do Members support the recommendations of the Personnel Committee?

11.6 To consider writing to Sevenoaks District Council to request that it improves its planning portal: The Planning Portal is a standard format/software used by other planning authorities. However, there are some differences with the facilities and access to the software offered to town and parish councils. Accessing applications could be made simpler for example:

- The performance of the server with a view to reducing the time it takes to retrieve results
- Provide a simple means to review all current applications within the Edenbridge area (i.e. a page that shows all current applications within the responsibility of Edenbridge)
- To allow parish/town councils to respond to applications online (this would be linked to the list of current applications)
- Publish the structure of a permalink to each application and how to retrieve it (i.e. a url that can be distributed with confidence that it will resolve to the application now and in future).

Do Members agree the issues with the current method that applications are presented to parish/town councils and therefore consider lobbying the District Council to make improvements to its site?

11.7 To consider Lloyds Bank Mobile Branch to use Market Yard Car Park on Thursdays: Lloyds are looking to deploy its Mobile Branch to Edenbridge on a Thursday and the Market Yard car park has been identified as a suitable location and would also coincide with the day of the Market. The vehicle would need four standard parking spaces to enable it to park across the bays to keep a safe location for customers to queue and to deploy out Disability Life for Wheelchair and pram access (measurements below). The Market Manager would like the mobile bank on this day. Lloyds Bank has provided the Town Clerk with a copy of its Risk Assessments

and copy of its public liability insurance; they have yet to check if there is a suitable transmittable signal at this site.



Do Members agree to allow permission for Lloyds Bank Mobile Branch to use Market Yard car park? Do Members want to charge for this facility and if so how much?

11.8 To consider allowing SKY Mobile promotions access to park at the Market Yard car park (dates to be confirmed); Sky would pay the Town Council for this facility: Inner Space Concession Management Inner has approached the Council asking if it could accommodate a SKY promotions vehicle (measurements 10mx3mx3m) for dates during January to March. Other town centres charges for this vary, from £100 - £500 per day plus VAT.

Do Members agree to allow permission for Inner Space Concession Management SKY vehicle to use Market Yard car park? Do Members want to charge for this facility and if so how much?

11.9 To consider a request from the Rugby Club to make changes to the changing room facilities at the Pavilion: The Rugby Club would like to create a larger changing room. The Buildings Manager has checked with the Planning authority if planning permission or buildings regs would be required and they have said no. He has also checked the roof space at the Pavilion and there is nothing that would be affected above this space. The Club would pay for this work (proposal attached).

Do Members agree to give consent to the Rugby Club to knock down one wall at the Pavilion changing rooms to make one large changing room?

11.12 Finance Committee: To nominate a replacement Councillor as the Committee is short following Cllr Bob Orridge resignation in May 2019. Currently it has eight members, but should be at least nine.

Summary thank you letters/emails:

July: **Open Spaces Society (email)** – *Please thank the members' from Edenbridge Town Council for their generous donation of £100 to the Open Society's Spring Appeal to save public highways on common land*

Brogdale Collections (letter) – *I am writing to express our gratitude for your continued support for Brogdale Collections, the Faversham charity responsible for public access to and education about Nation Fruit Collections*

September: KCC Public Rights of Way Officer– email –re tourism group – Thank you to Lindsay Eaton for everything she has done for Edenbridge over the past 13 years

Summary of resident's correspondence/emails/visits for noting, (these are other than general requests for information) – copies were forwarded to councillors at the time they were received:

September: Website not functioning and request for councillors email addresses
FOI request – Royal British Legion (re letter published with September Council papers)
Pedestrian signs item for Open Spaces Committee
Planning application SE/19/01601 – remedial works to boundary wall
Market Yard rebuild
Air traffic over Edenbridge
Sunyside – access issues, feedback from Highways
Market yard wall rebuild
FOI request – rules of engagement of Community Speedwatch Group in Edenbridge
Broken lights at Crouch House/Stangrove junction
Gatwick air traffic
Request for the Community Warden to make contact

October: **FOI request** – Market Yard rebuild request
FOI deadline for the car park wall survey
Info missing from Monday's charity papers
FOI – feedback – re Royal British Legion response
Plans for Stangrove Estate
Parking on St Aignan Way
Data Protection Issue
Speedwatch some useful information
Infrequent Speedwatch sessions in Edenbridge and other issues
Hedges
Four Elms Road (via ETC's website)

**DRAFT LIST OF DATES FOR COUNCIL, COMMITTEES & OTHER MEETINGS
IN 2020 (September 2019)**

Council review yet to confirm number of meetings (to agree in principle)

Personnel not including in the below

OR Council meeting to confirm precept

Monday 6 January
 Monday 13 January
 Monday 20 January
 Monday 27 January

Planning Committee

No meeting

Council meeting to confirm precept

Business Forum

Monday 3 February

Monday 10 February

Monday 17 February

Monday 24 February

Planning Committee / CIL Board (?)

Emergency Planning Committee

Finance (& Governance) Committee

Planning Committee

Footpaths Working Group

Edenbridge Partnership (first Tuesday)

Monday 2 March

Monday 9 March

Monday 16 March

Monday 23 March

Monday 30 March

Annual Town Meeting (8pm WI Hall)

Council Meeting

Planning Committee

Open Spaces Committee

Internal Audit Review Board (9.30am, Private)

Eden Valley Tourism Forum (day time)

Monday 6 April

Monday 13 April

Monday 20 April

Monday 27 April

Planning Committee

Easter Monday

Finance Committee

Planning Committee

Bank Holiday

Annual meeting of the Town Meeting

Planning Committee

Bank Holiday

Monday 4 May

Monday 11 May

Monday 18 May

Monday 25 May

Estate Review

Business Forum

Edenbridge Partnership (first Tuesday)

Monday 1 June

Monday 8 June

Monday 15 June

Monday 22 June

Monday 29 June

Forward Planning

Planning Committee

Open Spaces Committee

Finance Committee

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

Leaseholders Blossoms, Nomads and Rec

Monday 6 July

Monday 13 July

Monday 20 July

Monday 27 July

Chairman's Reception (Invitation only) prov.

Planning (6.45pm) / Council Meeting

Finance Committees

Monday 3 August

Monday 10 August

Monday 17 August

Monday 24 August

Monday 31 August

Planning Committee / CIL Board (?)

Planning Committee (*Delegated authority over summer period*)

Bank Holiday

Edenbridge Partnership (first Tuesday)

Monday 7 September

Monday 14 September

Monday 21 September

Monday 28 September

Planning Committee

Council Meeting

Open Spaces Committee

Planning Committee

Footpaths Working Group

SLA Meetings

Business Forum

Monday 5 October

Monday 12 October

Monday 19 October

Monday 26 October

Forward Planning Committee

Finance (& Governance) Committee

Planning Committee

Emergency Planning Committee

Eden Valley Tourism Forum (day time)

Monday 2 November

Monday 9 November

Monday 16 November

Monday 23 November

Monday 30 November

Planning Committee

Council Meeting

Grants/Charity Annual Meetings

Planning Committee

Leaseholders Blossoms, Nomads and Rec

Edenbridge Partnership (first Tuesday)

Monday 7 December

Monday 14 December

Monday 21 December

Monday 28 December

Open Spaces Committee

Finance Committee (*approve draft budget*)

Planning Committee

Planning Committee – 17 meetings – needs to be 3-weekly. Where an application comes in that does not coincide with a meeting, these can be considered by meeting during the day

Full Council meetings – 6 meeting dates including AMTC in May. Special/extra ordinary meetings can be called as needed

Finance Committee – 6 meetings a year (*I have put and Governance on two of the Finance meetings in case the structure review is consider later*)

Open Spaces Committee – 4 times a year (can called additional meeting if needed)

Emergency Planning – 2 times a year (can add another in needed)

CIL board – I have put two provisional dates. As its decisions need to be approved by full council, I would suggest a couple of dates on the same evenings at one of the Planning Committee

Proposal – changes to the Committees for future consideration

Finance Committee could include governance which could be attached to 2 or more Finance meetings

Planning Committee to include consultations

Open Spaces – to including buildings and properties

Working Groups to be set up for specific projects as needed

Terms of References would need updating for committees and one for Working Groups

2019/20 there was 47 planned meetings, not including CIL and personnel structure was:

Full Council – 11 meetings per year including AMTC

Finance Committee – 12 meetings per year

Planning and Transportation – 12 meetings per year plus with each full Council (another 11 meetings)

Open Spaces Committee – 6 meetings per year

Forward Planning – 2 meetings June and October

Emergency Planning – 3 per year

Grants – 1 per year

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Edenbridge Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2019

and recorded as minute reference:

May Council 32.2

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.edenbridgetowncouncil.gov.uk

Section 2 – Accounting Statements 2018/19 for

Edenbridge Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	579,166	557,519	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	476,826	497,298	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	116,313	492,801	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	276,063	300,143	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	338,723	317,920	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	557,519	929,556	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	605,079	967,477	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,632,601	3,727,404	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

8 May 2019

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/19

as recorded in minute reference:

May Council 32.3

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

Edenbridge Town Council - KE0092

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2018/19

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

None

3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

31/08/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Minutes of the PERSONNEL COMMITTEE of Edenbridge Town Council held at Doggetts Barn at 6.30 pm on Monday 16th September 2019

Present: A Baker, A Layland, N Lloyd and J Scholey

In attendance: Town Clerk

Cllr Layland took the chair for this meeting.

1. TO RECEIVE APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTERESTS OR PREDETERMINATION

None.

3. TO CONFIRM THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 1 and 2 July 2019

Resolved: that the minutes of the Personnel Committee meeting held on 01 and 02 July 2019 be duly signed as a true and accurate record of the meeting; pages 9172.

4. MATTERS ARISING NOT COVERED ELSEWHERE, none

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

Resolved: *to exclude members of the public and press due to the confidential nature of the business to be transacted pursuant to s.1(2) of the Public Bodies (admission to Meetings) Act 1960*

5. DISCUSSION OF PERSONNEL ISSUES

5.1 Community Warden Contract of Employment

5.1.1 To note as reported to the full Council on 9 September: an employee on successive fixed terms contracts is deemed permanent after 4 years

The Town Clerk confirmed that the Community Warden's (CW) employment was with Edenbridge Town Council; and that the funding was an administrative issue, and if it was at risk or lost funding at some point in the future, then it's likely the Council could be in a redundancy situation. Members agreed the CW was a valued position.

Agreed: *to ask the Forward Planning Committee to include in the budgets so that there could be continued security for funding of the position.*

5.1.2 To confirm the details of the new contract (which will include continuous employment)

Agreed: *to provide the CW with a new contract with continuous employment backdated to when she first started; and to invite her on to the Medical Insurance scheme from 1 April 2020.*

5.2 Job descriptions: To receive the updated job descriptions for the office personnel

Received for: Deputy Clerk; the Buildings Manager; Administration and Tourism Officer; Planning and Administration Assistant; Tourism and Administration Assistant.

5.3 Staff Review: To receive an update on staffing numbers and review current needs

The Clerk said in view of the Administration and Tourism Officer's retirement next year, the office administration staffing hours and front desk cover would be almost halved from 62 hours a week to 32 hours (two part time staff up to 16 hours per week each). She asked the Committee to consider increasing the hours for the existing two part-time administration employees to allow a total of 44 hours for the office administration, planning and tourism functions.

Agreed: *to offer the two part-time administration staff increased hours from 1 November to allow up to 44 hours in total. If the hours could not be met, the Town Clerk was asked to bring back to the Committee to consider advertising for a third person. It was also agreed that if additional hours were required before 1 November, she could authorise these as needed.*

The Clerk asked the Committee to consider the grounds staff hours for the winter months as one employee's hours would reduce from 5 days a week down to 2 days a week from 1 November until 1 April when they return to 5 days a week. Cllr Scholey pointed out that the grounds staff budgets sat with the Open Spaces Committee and it was for them to determine the work level and need. The Town Clerk was advised to review the budgets and present this to the Open Spaces Committee to consider.

5.4 Zero hour contracts: To consider amending employee zero hour contracts to fixed hour contracts

Agreed: to provide the Planning and Administration Assistant, and the Tourism and Administration Assistant, with permanent contracts with continuous employment backdated to when they each first started; and to invite them on to the Medical Insurance scheme from 1 April 2020.

5.5 Review of contracts of employment: To consider implementing annual pay increments (until an employee reaches the maximum salary in the scale range, and subject to satisfactory performance). This is to reflect The National Agreement on Pay and Conditions of Service of the National Joint Council (NJC) for Local Government Services (the Green Book) and the recommendations of the NJC

The Town Clerk referred back to the decision made at the Committee's July meeting to rectify anomalies to salaries due to historic reasons. She had been surprised that this situation had occurred as the Council did use the National Joint Council (NJC) for Local Government pay scales to base its salaries, and the contracts of employment supported the Green Book recommendations. However, the Council's contracts did not reference annual pay increments as proposed in the NJC and National Association of Local Councils (NALC) recommended model contract of employment which allowed for annual pay increments, until an employee reaches the maximum within their pay band. She had checked with the Council's personnel advisory agency (Ellis Whittam), the reply was: if the Council wished to implement a pay scale rather than pay employees on a single point basis, as is currently the case, it would be fine to include the wording mentioned from the Green Book.

Members discussed and *agreed in principle* with the proposal, but asked the Town Clerk to review the figures and over a 5-year budget period. The Committee would consider once the potential impact and annual percentage increase on the salaries was clearer.

The meeting closed at 7.30 pm

Initial Proposal to make changes to production of ETC Papers

Scope:

Minutes and Agendas of Council and Committee Meetings.

Issues:

Council papers are currently distributed as “industry-standard” Portable Document Format (PDF) documents. PDFs can comprise text and objects such as images. The current way-of-producing council papers results in a PDF containing images-of-the-text rather than the text itself. This results in documents that:

1. Are not readily searchable - they do not contain machine-readable text.
2. Do not conform to Accessibility requirements¹.

Additionally the current PDFs:

3. Can be difficult to view - landscape pages are normally included in a portrait orientation.
4. Can be difficult to navigate - they do not use hyperlinks between sections of the document (e.g. “Click here for [Annex 2](#)”) or external resources.

More broadly, there are two further limitations to the status-quo of publishing information in a single monolithic Acrobat file, distributed natively via Wordpress²:

1. This does not lend itself to granular searching. For example, it is not possible to search for words in headings. It is not possible/trivial to limit a search to Open Spaces Committee papers, or to a specific timeframe.
2. Any search that is performed against a collection of PDFs will generally only return a list of matching PDFs, not the location of the match within the documents, making homing in on an answer time-consuming.

Current Workflow:

Currently staff author papers in Microsoft Word. When completed, these are printed, collated with any annexes, then scanned-to-pdf.

¹ The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018

² Wordpress being the software behind the ETC website

Suggested Actions:

Two independent phases - Phase One being relatively small and unambitious purchase of software and change to workflow, Phase Two being a much more ambitious underlying change.

Phase 1 - Equip and train the office to create text-based pdf documents.

Steps:

Revise the workflow in which the office produces papers:

- 1) Document created in Word and exported as a PDF file.
- 2) Additional documents that will be annexed to the papers are corralled in a working directory.
Any scanned documents among these will be processed using Optical Character Recognition software (OCR)³, making these machine-readable too.
- 3) Suitable PDF-manipulating software used to import the various documents into the final PDF version of the council paper.

Requirements:

PDF Manipulation Software such as Abbyy Finereader⁴ would provide the OCR and pdf manipulating capability. Cost around £189 + VAT per workstation. Alternatively Adobe Acrobat Pro costs £16+VAT a month (£192) for each workstation. There will be other software options too.

Training in use of new software and revised workflow.

Result:

Searchable pdf documents including links to external resources, conforming to legal accessibility standards.

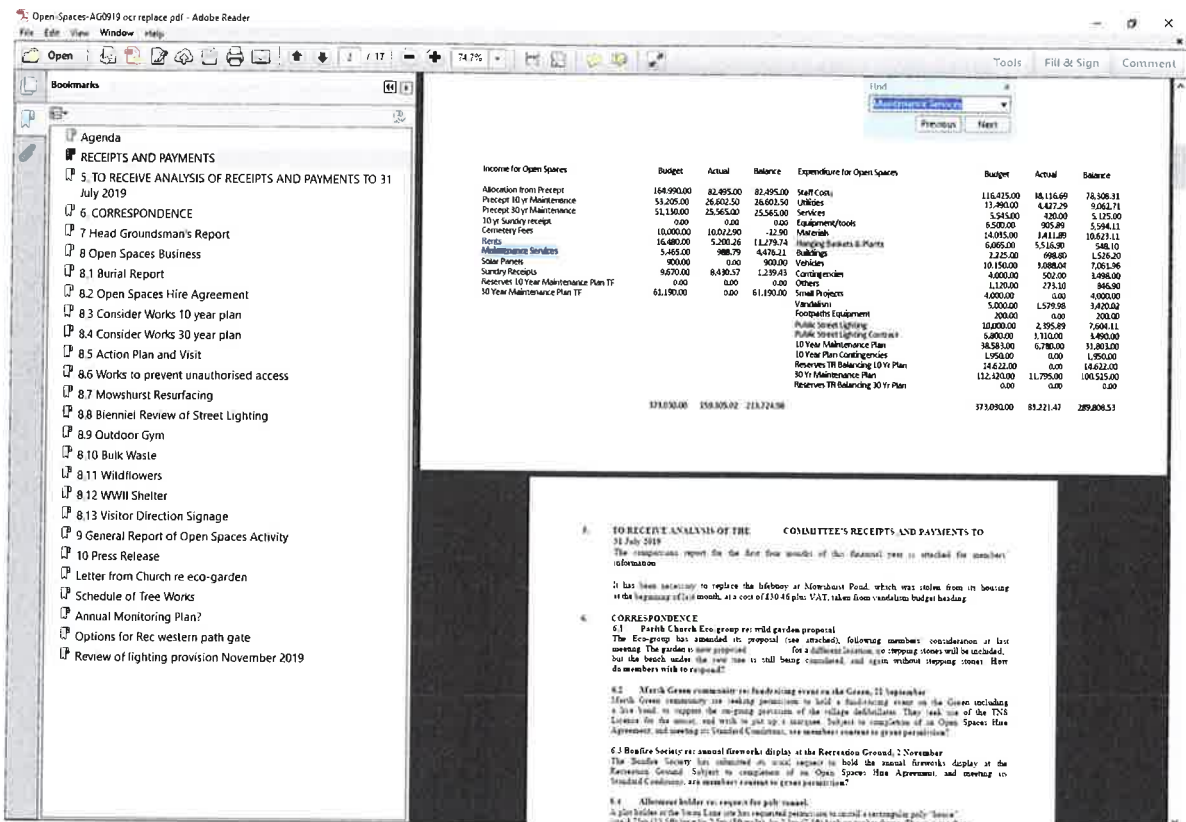
It may be fiddly (ie time-consuming) to set up intra-document bookmarks.

As an illustration of the results of this I modified a copy of this 16 September's Open Spaces Committee agenda⁵. This has been OCR'ed, pages rotated so that text all appears horizontal, and bookmarks added):

³ Optical Character Recognition - a process by which software converts an image of text into text. The process is relatively quick, but generally requires a human to verify the results, especially where the document scan is poor, the font used is complicated, or the document contains non-dictionary text.

⁴ <https://www.abbyy.com/en-gb/finereader/>

⁵ *Open-Spaces-AG0919 ocr replace.pdf* [click here to download the modified file.](#)



Screenshot of modified PDF open in Adobe Reader (opening this in a web-browser will usually not make Bookmarks available).

Note the addition of Bookmarks (displayed in the left-hand column) allowing easy navigation between headings, the rotation of landscape pages within document, and the ability to use Adobe Reader's in-built "find" to locate text.

Phase 2 - Seek alternative tool for generating Papers

As a longer-term project, look into a specific application for generating papers that would do a better job of managing and presenting content both internally and externally.

Considerations:

1. More granular search facility - ability to search all Council papers, or just specific Working Group's papers, in specific timeframe, in Item title, Item body, or annexes.
2. Keywording/tagging - ability to tag Items with Edenbridge specific topics (e.g. blossoms, flooding, stangrove, rec), allowing matching Items to be presented on a related page on the website, or possibly allowing interested members of the public to "subscribe" to a topic and receive notifications of activity.
3. Tool to allow Councillors/staff to add their own private notes against agenda items - for example when checking planning applications, during a meeting, after a meeting. Councillors could see/search own notes.
4. Manage global numbering of items.
5. Produce proper PDF/A files (ISO 32000-1 archiving standard).

Suggest speaking to KALC, local councils to see what tools they use to generate their papers – KALC has replied that they are not aware of other councils doing this.

Jon Aldridge, 20 September 2019.

PROPOSAL for Council – meeting 14 October

Following a meeting of Cllrs Aldridge, Damodaran, Lloyd and the Town Clerk, it is proposed:

Phase 1: would result in the Council producing text-based pdfs of its agendas, minutes. These would meet our Accessibility Obligations, plus be fully machine-readable (i.e. internally searchable via CTRL-F, and indexable by Google and similar search engines). Hyperlinks to external web-urls would be functional, and intra-document "bookmarks" would simplify navigation within the document. Pages within the document could be rotated by the creator so as to ensure text appears horizontal.

The requirements would be:

1. Abbyy FineReader 15 @ £189 inc VAT per computer.
2. Preparation of a Word template for papers - this is straightforward, but may need PS Tech to install on the computers.
3. Installation of 1 and 2 onto computers - very simple but we will need to ask PS-Tech as we don't have admin privileges. Shouldn't take more than an hour to do. Either PS Tech could do it, or they provide us with the password. I'd suggest PS do it as presumably they keep passwords & licenses stored coherently for the office (*ideally, 4 computers as allow the Town Clerk, Deputy Clerk, RFO and Administration staff easier this would access*).
4. Some training - I'd suggest I just come in unofficially for an hour to talk you through the steps.

So the total is £189 per computer, plus PS-Tech's setup cost.

Nitro PDF is another alternative, but Abbyy are quite long-established and widely used.

One other consideration is that Abbyy do run a number of short-notice offers through the year so one way to reduce the cost would be to get approval now, then wait - probably until the second-half of November before ordering in case there is a suitable offer.

Phase 2: There isn't an obvious product that will do this for us and requires further investigation.

DELEGATE REPORT FOR
EDENBRIDGE & WESTERHAM CITIZENS ADVICE (E&WCA)

I am a delegate from the Town Council to the E&WCA, I am also the Finance Director for E&WCA.

I can inform the Council that the financial condition of the E&WCA is satisfactory and should continue to be so provided funding is maintained.

However, a major concern is the ever increasing regulatory and bureaucratic directives with which the organisation has to comply often from central Citizens Advice. We have, as an example, a requirement to complete Financial Health Monitoring Reports which includes completion of balance sheets each quarter. We now have a formal annual audit (in the past this was once every three years) and our quality of advice is monitored on a month by month basis with constant changes to procedures and rules. From April 2019 Citizens Advice has been offering the "Help to Claim" service for people unable to cope with complexities of Universal Credit (it is all computer based). We are finding, too, that we are being presented with more and more complex problems which quite often come with underlying mental health implications.

To deal with our administrative burden, we really need a paid person almost full time to cope with the situation. This is unaffordable at present and, in any event, we prefer to spend our funds on "front-line" rather than administrative staff. Other CAs have merged over recent years; indeed, the two other Offices within the Sevenoaks District are now part of Citizens Advice, N/W Kent which encompasses Tonbridge, Dartford, Gravesham as well as Swanley and Sevenoaks. We are now one of the smallest Local Offices in England but the current view of the Board is that we wish to remain "independent" as long as we can as we believe that we can better serve the local community by making our own decisions.

Cllr. Vic Jennings

10/09/19





sky cinema



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Building Construction Proposal: The Removal of Dividing wall in Changing Room.

EDENBRIDGE RUGBY FOOTBALL CLUB

The Merranti Pavillon, Lingfield Road, Recreation Ground, Coomb Field, Edenbridge, TH8 5HL.

Name of the proposed builder: Mr Lee Whittington of True Build

Total budget of the complete project: £3500.00

The time-frame of completing the whole project: 1 week

Proposed time scale to start work: October 2019

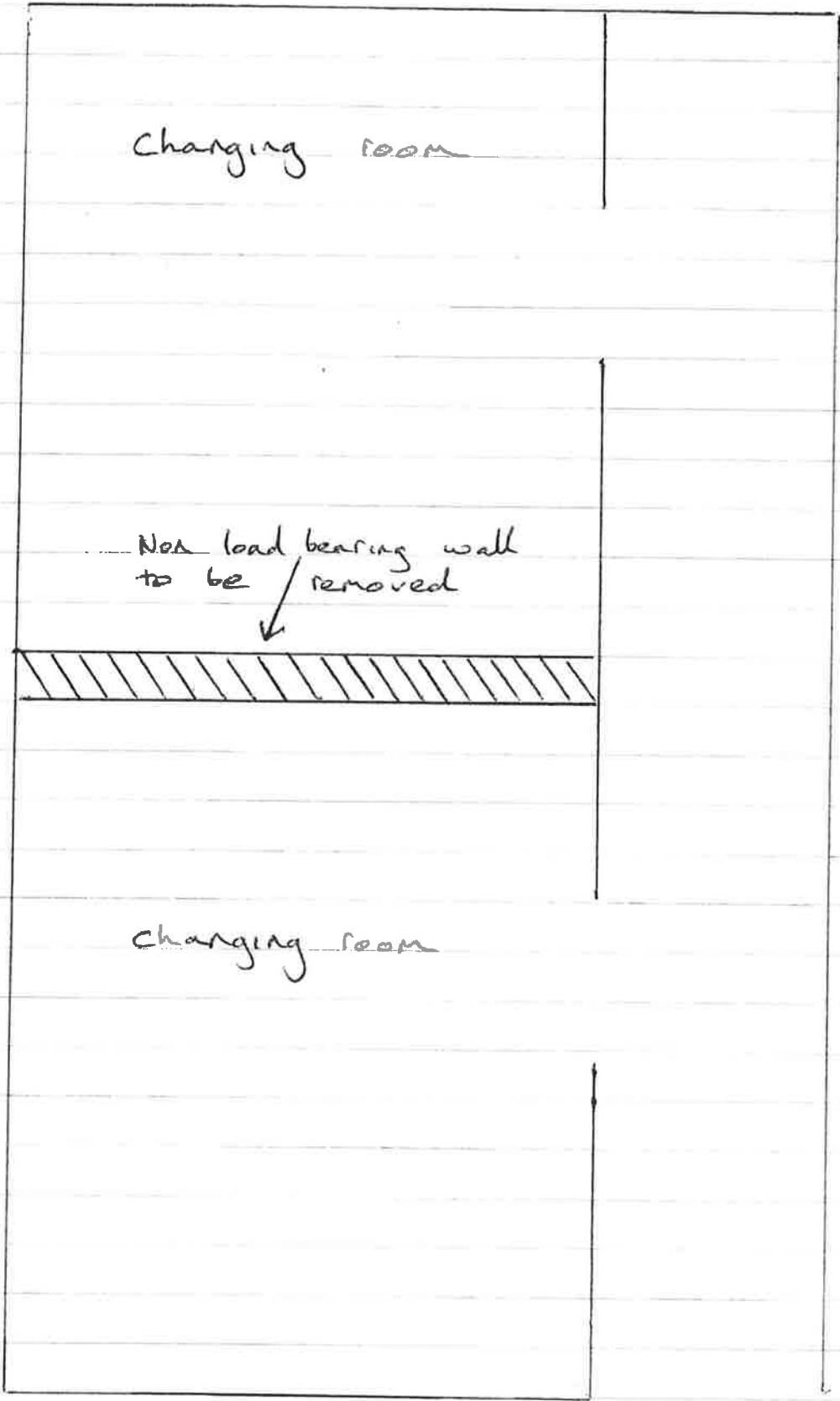
The main work details of the building construction proposal:

- Remove non load bearing wall dividing changing rooms 3 and 4 by way of skip.
- Make floor good where wall has been removed
- Make walls good by way of cement where dividing walls is tied into outer walls
- Make ceiling good where dividing wall has been removed.
- Make skirting good where dividing wall has been removed.
- Adapt one of the removed benches to create a continuous bench on the back wall.
- Paint walls
- Paint Floor

The chief objectives of the building alterations proposal

- The individual changing rooms are inadequate to accommodate the numbers in the senior team and the senior youth team. The numbers involved are up to 30 players and coaches.
- This has long been a source of concern by our players, but to date no action taken to resolve the matter.

Signature of the proposal manager: Blair Clubley
Edenbridge RFC
Director



changing room

Not load bearing wall
to be removed

changing room

Caroline Leet

Subject: FW: Invitation to Join Forum

From: CAGNE
Sent: 01 September 2019 13:18
To: Caroline Leet
Subject: Invitation to Join Forum

CAGNE
Aviation Town and Parish
Council Forum

Your Council is Invited to Join the Council Forum

Dear Clerk

We would like to invite your council to join the CAGNE Aviation Town and Parish Council Forum that is run by elected councillors for councils and conforms to council's code of conduct requirements.

The Forum is separate from the community and environmental lobby group CAGNE.

To date 27 councils are members of the Forum from the north, south, east and west of the airport and we would be delighted for you to join.

The Forum is free to join with members receiving newsletters and at least two meetings a year. It has its own website www.cagnepcforum.org.uk which contains an aviation jargon buster, latest news from meetings at Gatwick Airport and reports.

Here is what some of the members say of the Forum:

From the Clerk of Slinfold Parish Council, West Sussex

'Being a member of this council forum is beneficial to Slinfold Parish Council as it improves their knowledge about airspace and how it operates as well as it enabling the council to talk to other members of the forum about the issues that Slinfold residents have with aircraft noise.'

From Cllr Liz Lockwood, Gatwick Rep for Lingfield Parish Council, East Surrey

'Lingfield Parish Council only recently joined the CAGNE Forum. Up till now many residents seem resigned to their fate in being overflowed continuously without any prospect of being able to influence the decision makers at Gatwick. The Forum has already provided information and "on message" guest speakers which has helped the Parish Council make submissions to the recent consultations and given us confidence that together with other local parish and town councils, we can represent our residents with increased clarity and effectiveness.'

The access to guest speakers who can help our parish better understand the varied and complex issues that impact our residents and the information provided by CAGNE supports our efforts to argue more effectively on behalf of our communities.'

As an elected councillor and secretariat to the Forum, I would be delighted to attend your council meeting to discuss the Forum and answer any questions you may have. Alternatively you can attend the next Forum meeting on Wednesday 30th October at 7pm hosted by Worth Parish Council where the Gatwick Master Plan will be discussed with hopefully a keynote speaker.

We look forward to hearing from you.

Yours faithfully

Sally Pavey

Secretariat to the Forum and an elected Parish Councillor