



Edenbridge Town Council

Town Clerk: Caroline Leet



Notice is hereby given of a Forward Planning Committee meeting to be held in Rickards Hall on Monday 4 October at 7.30 pm, which Councillors are summonsed to attend.

Members of the public are welcome to attend to observe the meeting. Anyone wanting to attend the meeting is asked to preferably confirm with the Town Clerk prior to the meeting in order to comply with Covid-19 safety.

Town Clerk

29/09/2021

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.

AGENDA

1. TO APPOINT THE CHAIRMAN FOR THE ENSUING YEAR FOR THE FORWARD PLANNING STEERING GROUP

2. TO RECEIVE APOLOGIES FOR ABSENCE

3. TO RECEIVE A PRESENTATION FROM PS TECHNOLOGY ON THE COUNCIL'S CURRENT IT FILE STORAGE SYSTEM AND THE BENEFITS OF A MOVE TO CLOUD BASED STORAGE SOLUTIONS

4. 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.

5. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE FORWARD PLANNING COMMITTEE MEETING HELD ON [5 October 2020](#)

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

6.1 To receive an update of the Forward Plan from last meeting*

7. TO CONSIDER FUTURE PROJECTS*

7.1. To consider the Council's IT file storage system and to move to cloud based storage solutions, and the potential expenditure for budget

7.2. To consider if the Council is willing to review its assets and consider selling any to lower its reserves deficit

7.3. To consider the Council's role with the Thursday Market and future strategy to enhance the current Market

7.4. To receive a proposal for Friends of Edenbridge Parks initiative

- 7.5. To receive an updated Forward Plan and consider any additional future projects and/or changes to the Plan*
8. TOWN CENTRE STRATEGY - TO DISCUSS KEY ISSUES FACING THE TOWN CENTRE AND ASPIRATIONS FOR ITS FUTURE
9. TO MAKE RECOMMENDATION TO THE FINANCE COMMITTEE ANY ADDITIONAL INCREASES TO THE BUDGET, AND PRECEPT TO COVER ANY PROPOSALS FROM THE FORWARD PLAN UPDATE
10. TO CONSIDER ANY PRESS RELEASES

** Report/paper attached*

*** Confidential papers*

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)

Forward Planning Steering Group meeting – 04 October 2021

1. **To appoint the Chairman for the ensuing year for the Forward Planning Steering Group:** Current Chairman is Cllr McGregor.

Members to propose and vote a Chairman for the FPSG.

Misc. Note: In the Terms of Reference (TOR), the generic terms for the Working/Steering Groups says, 'the Group will appoint a Chairman who should remain the same throughout the project where possible'. For the Forward Planning Steering Group (FPSG), it says, 'the Chairman of the sub-committee will be appointed by the Committee at the first meeting after the AMTC in accordance with Standing Orders'.

As the FPSG does not have delegated powers and makes its recommendations to Council or the Finance and Governance Committee (FGC), and it meets once a year (although can hold meetings as needed), I will propose to the next FGC that the TOR be amended for the appointment of the Chairman to be the same as the generic terms of other steering groups.

2. **To receive apologies for absence**

3. **To receive a presentation from PS Technology on the Council's current IT file storage system and the benefits of a move to cloud based storage solutions**

Paul Stanyer, PS Technology will provide a presentation and answer questions on the Council's IT solutions. The FPSG will consider this under agenda item 7.1.

Reminder: The full Council considered this at its January meeting. Below is the summary and decisions from the meeting agenda:

To consider the Council's IT file storage system and to move to cloud based storage solutions:

The Town Clerk referred to the Clerk's report and summarised: The current server was installed over 5-years ago, and no-longer under warranty; some parts had already been replaced. There were now more versatile cloud-based options available to the Council for file storage, and which could be more suitable for remote working. The existing remote access to the server had been problematic and not all staff were able to access. To replace the existing sever with setup and migration would cost approximately £10-12K, against migrating to a cloud-based storage option using Microsoft 365 environment at £7k as detailed in the proposal from PS Technology. This would provide enhanced communication tools; improved remote working ability; secure data storage; device management and security. The Council already uses Microsoft 365 and Exchange licences, but there would be a requirement to upgrade all staff to Microsoft 365 Business Premium and all councillors to Microsoft 365 Business Basic. The current licences cost £1,356 and would increase to a total of £2,135. With more and more applications and services moving to the cloud, PS Technology had also advised to consider a dedicated fibre Ethernet connection to the Internet. This would provide an uncontended (not shared) connection with high bandwidth speeds. The Council was already running all telephony and IT services through the Internet and this will provide the necessary high-availability and high-capacity connection you can rely on.

Members discussed. The advantages of the upgraded cloud-storage solutions were noted, but there were concerns that the expenditure had not been budgeted. Three Members with IT expertise advised that it would be unlucky if the server failed, and that the Council did hold back-ups. The consensus was that replacing the server was not critical but that the situation should be monitored.

Discussions to upgrade the broadband facility noted that the phone facility used the broadband facility and if there was a connection issue, the phones could also be impacted. When comparing it to the

existing connection line and ethernet it did sound expensive but was comparative. It was recognised with a cloud-based storage facility, upgrading the broadband would be necessary.

14.1 The expenditure of up to £7,000 (one off set-up cost) to update and upgrade the Council's IT storage solutions;

Resolved: to keep this under review and include in the budget within the next two-years

14.2 To upgrade the Microsoft software licences with additional licences annual expenditure of £813;

Resolved: to upgrade the licence to Microsoft 365 Business Premium as needed and with the new home-working laptops

14.3 To consider upgrading the broadband telecommunications and additional annual expenditure of £3,000 per year

Resolved: to keep the broadband service under review, and to budget with the potential IT storage solutions.

4. Declarations of interests or predetermination

5. To receive, adopt and sign the minutes of the Forward Planning Committee meeting held on 5 October 2020

6. Matters arising from the minutes for report and not elsewhere on the agenda

6.1 To receive an update of the Forward Plan from last meeting: The Plan was reviewed at length at the meeting October 2020. The new layout was approved with three categories: Council Projects; projects supported by the Town Council and action by external bodies; aspirations for the town (supported by the Town Council and for action by external bodies). An update has been provided on the Plan with comments noted in red.

Projects achieved include: 31 replacement street light columns; defence barriers; outdoor gym and multi games area; new tourism website; office refurbishment; new online hall booking system; card payments; improved electronic presentation facilities for Rickards Hall and meetings; Mowshurst car park resurfacing. Skate ramps are due to be installed currently, and the Recreation Ground playground refurbishment project is out to tender. In addition, home working facilities have been provided; and facilitated the Food Bank location to operate from.

7. TO CONSIDER FUTURE PROJECTS

7.1. To consider the Council's IT file storage system and to move to cloud based storage solutions, and the potential expenditure for budget: To summarise some of the issues with the current Council storage. The current server was installed over 6-years ago and is out of warranty. There are now new more versatile cloud based options available to the Council for file storage, and which could be more suitable for remote working. To replace the existing server with setup and migration would cost approximate £7K (quoted 2020; will need requote).

Proposal to upgrade the software includes:

1) To move from a server (which will need replacing at some point) to Cloud based storage facility:

A cloud-centric based environment would provide the following high-level improvements:

Cloud-based identity control
Enhanced communication tools
Collaborative working
Improved remote working ability
Secure data storage
Device management and security

Project objectives:

- Setup a new Microsoft 365 environment with all of the benefits listed in the proposal document, and that is aligned to Edenbridge Town Council policies and business/security requirements
- Work with Edenbridge Town Council to design an organisational structure that improves security around council data
- Create storage sites inside Microsoft 365 (SharePoint) to securely store company files as per the agreed design
- Develop a standard build of software/apps for each computer (device)
- Develop configuration profiles to ensure devices meet Edenbridge Town Council policies and compliance/security requirements
- Enrol Edenbridge Town Council computers into the new environment
- Provide suitable documentation, training and on-boarding assistance to Edenbridge Town Council personnel
- The end result will be a cloud managed network, where users, computers, apps and data are all managed centrally. Remote working will be just like working in the office.

Do Members support improvements to the IT file storage system and to move to cloud based storage solutions, and the potential expenditure for budget? How do Members want to proceed with its recommendation to Finance and Governance Committee and Council for the budget preparations?

7.2. To consider if the Council is willing to review its assets and consider selling any to lower its reserves deficit: Council at its January meeting, asked the FPSG to consider if there is any value in commissioning a review of the Council's assets. This would need to be a medium/long-term project as it would require appropriate resources available to investigate, and consider valuations and professional fees.

Do Members want to consider recommendation of a review of its Assets and investigate the costs for commissioning a review for inclusion in the new budget?

7.3. To consider the Council's role with the Thursday Market and future strategy to enhance the current Market: In January 2021 Council agreed to tender the management of the Thursday Market following Brays notice. In May, the Town Council took over the management of the Thursday Market. The officers of the Council oversee the traders, rents, and promotional activity, with the groundstaff helping with the notices in the car park and marking out the area. Since taking on the Market it has grown from 4 regular traders to 6-7 traders. There are plans to run a December promotion for seasonal craft traders.

The Town Clerk and RFO recently attended a presentation by the National Association of British Market Authorities (NAMBA). It promotes markets on the national stage and also provides a wide portfolio of services for its members. This includes helping to build a community asset, creating a policy which protects the market and the powers it operated, and developing partnerships. The presentation show cased other market authorities (towns and parishes) who spoke about their experiences, issues and how they overcame them. In some cases, the markets increased their operation days. In all cases, they had a dedicated person who worked at creating and maintaining a thriving a community market asset. A copy of NAMBA's booklet is attached (confidential doc), and a link to its website and Members support information is [here](#).

Market expenditure / Income					
<i>Does not include Council staff time</i>					
	Expenditure	Income			
Rates (annual)	£ 1,571.85				
advertising (est.)	£ 250.00				
Pitches income - Estimated		£ 5,453.36			
Est annual balance	£ 1,821.85	£ 5,453.36			
			Surplus	£ 3,631.51	
Current staff hours taken (Estimated). <i>This does not include meetings, promotion, email enquiries</i>					
Thursdays only	104 based on 2hrs per week				
Estimated Groundstaff hours prep	52 based on 1 hr per week				
Total	156				
Estimated staff cost	£ 3,640.00				

Recommendation:

- To join NAMBA (current membership offer is until 31 March 2023) £500 plus VAT.
- To create Markets Policy (to formalise Edenbridge as the Market Authority)
- To recruit on a fixed term contract for 1 year (to be reviewed) a person to oversee the Market on Thursdays and to work to increase the number of traders, the profile of the market and organise promotional activities. Est. 8-10 hours per week, £5,500 annual salary budget

How do Members want to proceed? Do members support the above recommendation and to recommend to be included in the new budget? Do Members want to recommend NAMBA membership to the October Council meeting for the current budget year?

7.4. To receive a proposal for Friends of Edenbridge Parks initiative: Cllr Baker has researched volunteer groups around the country that support council run parks. They are set up as Friends of Parks and operate as its own trust. Is this an initiative that Edenbridge could benefit from with a similar partnership scheme?

Some are created when the parks are run down, but many seem to be created from an idea to improve the facilities and to enable funding via grants and fundraising for the council's green spaces. They are created with the council, so the council is an integral part of the volunteer group.

An example of such group is Friends of Hednesford Park (click [here](#)) set up in 2011 because Cannock Chase Council wanted to apply for a Heritage Lottery Fund Grant as part of the improvements to the park and war memorial.

The Council would need to support officer time to investigate the viability of such a group and preparing its constitution and objectives. A charity trust would also need to be set-up. A group of volunteers would need to be willing to work to get this Friends Group established. On the Forward Plan, this would likely be a medium term/view project.

Proposal would be to have one councillor to take the lead and work with an officer, until it is ready to be handed to the new volunteer group to manage entirely (with Council representative on the group).

Do members support the principle of investigating establishing Friends of Edenbridge Parks and the officer(s) costs to investigate and prepare a detailed viability proposal? What is the recommendation for the Forward Plan and budget considerations?

7.5. To receive an updated Forward Plan and consider any additional future projects and/or changes to the Plan: Attached is an updated Plan with projects removed that have been completed and would form the Plan for 2022/23.

Do members have any changes and/or additions to the plan?

8. Town centre strategy - to discuss key issues facing the town centre and aspirations for its future: Cllr Layland has asked Members to consider what the key issues are facing our town centre and the aspirations for its future. Sevenoaks District Council (SDC) is looking at a study for local high streets and would like to hear about any projects or any other context for the town.

Do Members have any feedback for SDC on views regarding the future of our Town Centre?

9. To make recommendation to the Finance Committee any additional increases to the budget and precept to cover any proposals from the forward plan update

What is the Members recommendation for the new draft budget?

10. TO CONSIDER ANY PRESS RELEASES

Edenbridge Town Council - Forward Plan 2021

Key: **S** – short term (approx. 1-year); **M** (approx. 4-year term); **L** (4 years plus / or in long-term maintenance plan)

Report includes projects achieved, or about to be achieved in current Council term. **Red updates for 2021**

Review at the Forward Planning Steering Group (FPSG) meeting 4 October 2021. Comments in blue meeting 2020.

	Council projects	Time Frame	Comments/updates	Completion / due date – comments from FPSG
1	Street Lighting replacement programme ✓	S, M	Ongoing – 2020 31 columns replaced (£63k). Next phase budget 2021/22	2020 – completed. Next phase 2021 – completed. Next phase is 2022/23
2	Wildflower areas ✓	S	Working with SDC Town Field. Millennium Wood – bulb planting and area left for WF and natural species	2019/20 - Town Field completed working with SDC – to continue Agreed to continue and find convert other areas – investigating Mowshurst Field, although there is naturally wildflower area in the long grass area
3	Public Toilets ✓	S	CIL funded. Completed end of 2019	Ongoing snagging – Autumn 2020 Project completed. Snagging issues in hand. Snagging completed (delayed due to Covid-19). Toilets reopened but plagued with vandalism to locks.
4	Defence improvements ✓	S	Marsh Green, Blossoms Park, Recreation Ground, Stangrove Park, Market Yard Car Park	2019 and 2020 Completed. To remove for list. New

				defences/improvements to be investigated for Recreation Ground.
5	Outdoor Gym/Teenagers Play Park/Activity area ✓	S	CIL funding approved 02/20. Tender 07/20; work commenced 09/20	Autumn 2020 - Due for completion November 2020. May consider for other areas, subject to local use of this facility. Completed.
6	Tourist Information Website ✓ and updated walks leaflets and App	S	CIL funding approved 02/19. Held up with SDC awaiting approval	CIL funding approved. Work to commence late 2020. Website completed and launched May 2021. Walks App project 2022
7	Office refurbishment ✓	S	Council funded. Resolution 09/20.	Spring 2020 - Completed
8	Committee Services Review ✓	S	New meeting structure approved 11/19. Terms of Reference also updated – adopted 01/20	January 2020 - Completed
9	Playgrounds Refurbishment – per approved programme	S, M & L	Ongoing review. Spitals completed 10/19. ✓ Maintenance Plan/other/CIL(?) : Recreation Ground (86k 2022); Out to tender Skate ramps at Blossoms (£21.5k 2025) Autumn 2021 Marsh Green – (£54k 2026); Stangrove Park (£86k 2033)	ongoing– Opportunity to bid for CIL funding and progress with. Skate Park recently received request from youths to invest and enhance
10	Hall Bookings – improve and move to online facility ✓	S	Approved Council 07/20	Autumn 2020 - Delayed due to Covid, but hoping to transfer over to late 2020. Completed
11	Computer systems – file storage (server needs replacing / or move to cloud base storage)	S	Server 5-year warranty end 2020. Already had to replace some hardware. Windows server 2012 – end of life within 2yrs Microsoft won't keep updated	2021 To consider for budget 2022/23 – FPSG to consider recommendation
12	Online card payments ✓	S	Supported Council 07/20 – further research	2020/21 keen to proceed

				with this. Changes with SDC planning doing away with paper applications and the current dependency on electronic meetings (Zoom/Teams) Completed December 2020
13	Improve electronic facilities for presentations at meetings (Rickards Hall) and office ✓	S	07/20 Council supported improvement – details to finalised an approved	2020/21 Completed 2021
14	Accessibility improvements / content to the Council's website (some work has started)	S	September 2020 met new legislation requirements. Content review started Summer 2020	2020/21 Review of website content and updated 2020/21. Site redesign to consider 2022?
15	Additional road safety - speed indicator devices ✓	S	Supported by FP Committee 06/20. P&T Committee supported. CIL Board awarded funding 09/20	2020/21 In addition, Highways Improvement Plan focus on safety measures for different roads. SID due to be insitu Autumn 2021. Subject to success consider additional?
16	Signage – places of interest within Edenbridge (Places of interest within Edenbridge. Link to Wayfinder scheme, could include brown tourist signs and signage from primary routes)	S/M	Research started 2018. Was referred to OS Committee – <i>on hold</i>	
17	Pop-up Market	S/M	VE Day celebrations were going to be a pilot – cancelled due to Covid-19. Further research needed into suitable venue, H&S/RA, insurances, event organiser, costs	2020/21 to investigate opportunities for local monthly or seasonal market. May 2021 ETC took over Thursday Market day-to-day. Reviewing structure.
18	Utilising empty shops for short-term stall traders	S/M	Raised at FP Committee 10/19	Merge with item 17 (pop-up market)

19	Mowshurst Car Park – resurfacing and drainage semi ✓	S/M M/L	Currently costing research and appropriate solution (£50-60K)	Due to cost, move to M/L term. Investigate moving recycling pods. 2021 Pods removed. September car park resurfaced with plainings
20	Skate Ramps enhancements ✓	M/L	To research viability <ul style="list-style-type: none"> - Additional trainer ramps - Weather proofing 	Already part of the 10/30-year Maintenance plans (item 9). Skate Park recently received request from youths to invest and enhance
21	Waste Management/Environmental Policy – review	M S/M	Council 03/20 agreed to investigate possibility of enrolling to achieve the ISO4001 accreditation	Changed to S/M
22	Neighbourhood Plan	M	Draft consultation document publish 10/17. Currently on hold awaiting draft local plan outcome	Keep on Plan, but due to potential changes in planning law, and the draft Local Plan unable to proceed currently
23	Investigate and consider reopening Market Yard car park entrance (was part of the Regeneris Economic study October 2017).	M	Council agreed to consult resident 07/19. Council 09/20 asked for clearer costs to amend deeds. Details for changing access to be investigated further	2020/21 to continue with investigations of viability on hold due to resources
24	Pitch drainage Improvements Recreation Ground	M/L	Allocation 30 Year OS Plan 2027 (68K) /consider CIL bid	
25	Electric Vehicle (EV) charging points (MYCP)	M/L	Council 11/19 asked parking Group to investigate	To investigate possibility for MYCP or Rec. Refer to Parking Group. Can only consider for ETC land. (Other sites would be aspirations for the town but actioned by external bodies). Potential for ETC car parks being investigated with LCC.

					Site visit Sept 20201. CIL application
26	Parking enforcement Officer	M/L	Referred to FP by Council 11/19		Move to aspirations but action by other bodies
	ADDITIONS / WISH LIST				
	To make Stangrove Park more of a destination to go to expanding facilities	S/M	Band Stand Children's Water Splash area		To investigate costs and viability. Consider CIL funding for scheme
	Recreation Ground – to create a walkway around the recreation ground	M	Hardcore track (not for vehicles for walking)		To investigate costs and viability. Consider CIL funding for scheme
	Bus Shelter on Swan Lane	S/M	Resident request for a bus shelter is currently being investigated with other agencies. Estimated cost £10k		Consider grant funding
	Projects supported by ETC and action by external bodies		Responsible Body	ETC support	
27	Food Bank ✓	S/M	Parish Nurse / Grace Community Church	Council 07/20. Early stages – aim to help/support and bring agencies together	2021/22. Food Bank rebranded under the Trussell Trust Summer 2021. ETC supporting and providing storage space for its shed
28	War Memorial – Relocation/Improvements	M/L	NHS Trust	Early stages - Liaising with other vested groups	
	From previous Forward Plan – aspirations for the town (supported by ETC and for action by external bodies)		Responsible Authority/Body	ETC Support	
29	Parking Consider options to increase/improve parking. Investigate purchase of appropriate land to develop additional capacity	M/L			Long term
30	Parking – Stangrove Estate	M	SDC Site first proposed 2018		SDC Planning applications 2021
31	High Street Improvements 71K funding. 20mph Zone Done Remaining funding (12.5K) earmarked for High	M	Kent Highways		To investigate further bollards for high street

	Street Wayfinders. Consider additional speed bump				pavements to prevent parking. Need KCC to reconsider
32	Leather Market Improvements Preliminary confidential discussions with interested parties has/are taking place as part of a feasibility study	L	Landowner		ETC keen to continue pursuing viability
33	Fircroft Way – Improved Build/Landscaping/Rebranding 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	M/L			To leave on Plan, but ETC not able to currently influence
34	Spitals Cross Parking	L	KCC / WKHA	ETC – Parking Group has visited site, considered options. Need to liaise with KCC/WKH. improvements/compromise may be possible with redevelopment	Noted ETC has investigated, but land is managed by WKH (and SDC)
35	Disabled access – Edenbridge Town Station	M/L	GTR		ETC would like to see GTR deliver on this
26	Disable access – Edenbridge Station	M/L	GTR		ETC would like to see GTR deliver on this
37	Electric Vehicle (EV) charging points across the town	M/L	KCC / SDC and new developments	Parking Group to identify possible locations (?) and lobby for (?)	
38	Environmental Improvements, Station Road (link with Fircroft Way project)	M/L			
39	Edenbridge Medical Facility	M/L	KCC / NHS	ETC – support. CIL Board (02/19) awarded £100k	ETC has supported, planning approved, now up to NHS to deliver
40	Leisure Centre	L	Sencio / SDC	ETC CIL board (12/17)	To continue campaigning

	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			has approved £10k for all weather pitch improvement	with SDC
41	Secondary School	L	KCC	ETC – supported (draft Local Plan)	
42	Improvements to the Bovis Roundabout		KCC / Developers		ETC would like to see the pavement size at the roundabout widened and the roundabout larger to slow traffic
43	Individual Flood Defences		Environment Agency		
44	Review of School Transport	M	KCC		
45	Riverside Improvements	M/L	Great Stonebridge Trust		
46	Free School	L	DoE – currently on hold		Merge with Secondary School (41)

Edenbridge Town Council - Forward Plan 2021 – proposed red updates for 2021 amended/updated Plan

Key: **S** – short term (approx. 1-year); **M** (approx. 4-year term); **L** (4 years plus / or in long-term maintenance plan)

Report includes projects achieved, or about to be achieved in current Council term.

Review at the Forward Planning Steering Group (FPSG) meeting 4 October 2021.

	Council projects	Time Frame	Comments/updates	Completion / due date – comments from FPSG
1	Street Lighting replacement programme	S, M	Ongoing – 2022/23 6 metal columns; replaced (£13,242 est). 5 concrete columns (£11,035 est). Expect price increase.	Ongoing. Next phase is 2022/23
2	Wildflower areas	S	Continue working with SDC Town Field. Millennium Wood – bulb planting and area left for WF and natural species	Investigating Mowshurst Field, although there is naturally wildflower area in the long grass area. Issues with cutting arrangements and costs)
3	Defence improvements	S	Recreation Ground, New defences/improvements to be investigated for Recreation Ground.	
4	Tourist Information Website ✓ and updated walks leaflets and App	S	CIL funding approved 02/19. Held up with SDC awaiting approval	CIL funding approved. Website completed and launched May 2021. Walks App project 2022
5	Playgrounds Refurbishment – per approved programme	S, M & L	Ongoing review. Spitals completed 10/19. ✓ Maintenance Plan/other/CIL(?): Recreation Ground (160k 2022); Out to tender Skate ramps at Blossoms (£21.5k 2025) Autumn 2021 Marsh Green – (£54k 2026); Stangrove Park (£86k 2033)	2022 Recreation Ground Playground (ages 0 to older teenagers)
6	Computer systems – file storage (server needs replacing / or move to cloud base storage)	S	Server 5-year warranty end 2020. Already had to replace some hardware. Windows server 2012 – end of life within 2yrs	Budget for 2022/23 FPSG to consider recommendation

			Microsoft won't keep updated	
7	Accessibility improvements / content to the Council's website	S	2021 Review of website content and updated. Site redesign to consider 2022?	
8	Additional road safety - speed indicator devices	S	SID due to be insitu Autumn 2021. Subject to success consider additional?	
9	Signage – places of interest within Edenbridge (Places of interest within Edenbridge. Link to Wayfinder scheme, could include brown tourist signs and signage from primary routes)	S/M	Research started 2018. Was referred to OS Committee – on hold	
10	Pop-up Market / Edenbridge Market	S/M	May 2021 ETC took over Thursday Market day-to-day. Reviewing structure. To investigate advertising/promotion/NAMBA membership/officer for the position	Ongoing 2021/22/23
11	Mowshurst Car Park – resurfacing and drainage semi ✓	M/L	Currently costing research and appropriate solution (£50-60K) 2021 Pods removed. September car park resurfaced with plainings	On hold – to review need for additional intervention with no pods and following 2021 resurfacing.
12	Waste Management/Environmental Policy – review	S/M	Council 03/20 agreed to investigate possibility of enrolling to achieve the ISO4001 accreditation	2022/23 investigate
13	Neighbourhood Plan	M	Draft consultation document publish 10/17. Currently on hold awaiting draft local plan outcome	Keep on Plan, but due to potential changes in planning law, and the draft Local Plan unable to proceed currently
14	Investigate and consider reopening Market Yard car park entrance	M	Council agreed to consult resident 07/19. Council 09/20 asked for clearer costs to amend deeds. Details for changing access to be investigated further	on hold due to resources (to continue with investigations of viability)
15	Pitch drainage Improvements Recreation Ground	M/L	Allocation 30 Year OS Plan 2027 (68K) /consider CIL bid. Not sure much can be done	On hold
16	Electric Vehicle (EV) charging points (MYCP)	M/L	Council 11/19 asked parking Group to investigate. Application has been made to KCC (August 2021) for ETC car parks to be considered. CIL application for funding contribution to be made.	Potential for ETC carparks being investigated with LCC. Site visit Sept 2020. CIL application. Possible 2022

	ADDITIONS / WISH LIST				
	To make Stangrove Park more of a destination to go to expanding facilities	S/M	Band Stand Children's Water Splash area		To investigate costs and viability. Consider CIL funding for scheme
	Recreation Ground – to create a walkway around the recreation ground	M	Hardcore track (not for vehicles for walking)		To investigate costs and viability. Consider CIL funding for scheme
	Bus Shelter on Swan Lane	S/M	Resident request for a bus shelter is currently being investigated with other agencies. Estimated cost £10k		Consider grant funding
	ROSE WALK – Stangrove Park	S/M	Currently being considered by Open Spaces		
	Projects supported by ETC and action by external bodies		Responsible Body	ETC support	
17	War Memorial – Relocation/Improvements	M/L	NHS Trust	Early stages - Liaising with other vested groups	
	From previous Forward Plan – aspirations for the town (supported by ETC and for action by external bodies)		Responsible Authority/Body	ETC Support	
18	Edenbridge Medical Facility	M/L	KCC / NHS	ETC – support. CIL Board (02/19) awarded £100k	ETC has supported, planning approved, now up to NHS to deliver. Expected 2023
19	Parking Consider options to increase/improve parking. Investigate purchase of appropriate land to develop additional capacity	M/L			Long term
20	Parking – Stangrove Estate	M	SDC Site first proposed 2018		SDC Planning applications 2021
21	High Street Improvements 71K funding. 20mph Zone Done Remaining funding (12.5K) earmarked for High Street Wayfinders. Consider additional speed bump	M	Kent Highways		To investigate further bollards for high street pavements to prevent parking. Need KCC to reconsider
22	Leather Market Improvements	L	Landowner		ETC keen to continue

	Preliminary confidential discussions with interested parties has/are taking place as part of a feasibility study				pursuing viability
23	Fircroft Way – Improved Build/Landscaping/Rebranding 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	M/L			To leave on Plan, but ETC not able to currently influence
24	Spitals Cross Parking	L	KCC / WKHA	ETC – Parking Group has visited site, considered options. Need to liaise with KCC/WKH. improvements/compromise may be possible with redevelopment	Noted ETC has investigated, but land is managed by WKH (and SDC)
25	Disabled access – Edenbridge Town Station	M/L	GTR		ETC would like to see GTR deliver on this
26	Disable access – Edenbridge Station	M/L	GTR		ETC would like to see GTR deliver on this
27	Electric Vehicle (EV) charging points across the town	M/L	KCC / SDC and new developments	Parking Group to identify possible locations (?) and lobby for (?)	ETC to lobby District and County Councils.
28	Environmental Improvements, Station Road (link with Fircroft Way project)	M/L			
29	Parking enforcement Officer	M/L	Referred to FP by Council 11/19		
30	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	L	Sencio / SDC	ETC CIL board (12/17) has approved £10k for all weather pitch improvement	To continue campaigning with SDC

31	Secondary School	L	KCC	ETC – supported (draft Local Plan)	
32	Improvements to the Bovis Roundabout		KCC / Developers		ETC would like to see the pavement size at the roundabout widened and the roundabout larger to slow traffic
33	Individual Flood Defences		Environment Agency		
34	Review of School Transport	M	KCC		
35	Riverside Improvements	M/L	Great Stonebridge Trust		
36	Free School	L	DoE – currently on hold		Merge with Secondary School (41)