



Edenbridge Town Council

Town Clerk: Caroline Leet



Notice is hereby given of the MEETING OF EDENBRIDGE TOWN COUNCIL to be held in Rickards Hall on Monday 03 October at 7.30 pm, which Councillors are summonsed to attend.

Members of the public are welcome to attend.

Town Clerk

28/09/2022

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 Town Clerk in advance so that appropriate arrangements can be made.

In memory of Her Late Majesty The Queen Elizabeth II, there will be a minute's silence.

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.

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 [04 July 2022](#) (9748-9754)

5. TO RECEIVE COUNTY AND DISTRICT COUNCILLOR REPORTS

5.1 County Councillors

5.2 District Councillors

6. TO ADOPT THE FOLLOWING REPORTS/MINUTES OF MEETINGS

- 6.1 Planning Committee – [18 July](#) (9755-9757); Planning Committee – [15 August](#) (9766-9769); Planning Committee - [5 September](#) (9772-9774; [26 September](#) (9780-9782)

- 6.2 Finance Committee – [18 July](#) (9758-9760)
- 6.3 Open Spaces Committee – [25 July](#) (9761-9765); [5 September](#) (9775-9779)
- 6.4 Personnel Committee – [1 September](#) (9770-9771)
7. TO RECEIVE RECOMMENDATIONS FROM FINANCE COMMITTEE MEETING on 18 July:
 - 7.1 To note: Committee approved the insurance provider and policy cover for the Council 2022-23, (Council resolution had approved expenditure up to £17k), and made the following resolutions:
 - to appoint Gallaghers as the broker with Hiscox as the insurance company providing the council insurance cover (6.1.1);
 - a 3-year rate stability commitment with Gallaghers/Hiscox (6.1.2);
 - insurance cover as quoted but asked the RFO to confirm the level of assets (contents and outdoor equipment), and to include the playground cover. It was noted there may be some slight adjustment to the policy quote (6.1.3). The policy cost quoted was £12,032.54 plus some adjustment to allow for increase with the assets
 - 7.2 to refer the decision and confirmation of the expenditure for valuations for Church House and Rickards Hall, and Doggetts Barn back to full Council
 - 7.2.1 To approve the expenditure for new valuation of Doggetts Barn (Grade 2 listed), 72A High Street, Edenbridge, TN8 5AR, fee £995 + VAT on-site visit
 - 7.2.2 To approve the expenditure for new valuation of Church House and Rickards Hall (Grade 2 listed), 72 High Street, Edenbridge, TN8 5AR, fee £1,110 + VAT on-site visit
 - 7.3 To ratify: Since the Finance Committee meeting, the revised total annual insurance premium £12,169.36 plus an additional buildings annual premium £696.66 following desk top valuations for the Depot, Pavilion, and public toilets
8. TO RECEIVE RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING on 1 September:
 - 8.1 To approve increasing the contract hours by one additional hour for one employee, thus increasing the budget and pay of up to £608 per year, based on current rates of pay to enable employee(s) to meet the National Insurance credit threshold
 - 8.2 To adopt the policy document for salaries and payroll procedures**
 - 8.3 To receive an update following on from meeting, item 5.2 other staff matters:
Communications Assistant – opportunity to work remotely
9. TO RECEIVE REPORTS AND ANY RECOMMENDATIONS FROM WORKING GROUPS; DELEGATED REPORTS; CLERK'S AND OFFICERS' REPORTS:
 - 9.1 Clerk's report*
 - 9.2 Communications Officer's report*
 - 9.3 Market Officer's report*
 - 9.3.1 To consider installing suitable safe electric supply with check meter from the Mess room (Public Toilet block) for the use of market traders, and the expenditure of between £335 to £485 plus VAT (*depending on preferred option*)
10. HEALTH AND SAFETY/RISK ASSESSMENT: To receive report from Worknest annual review visit**
11. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA
 - 11.1 To note: Finance and Governance Risk Assessment has been reviewed and updated
 - 11.2 To receive an update on the Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction) 40-mph buffer zone scheme, following the public consultation (8 July until 1 August 2022)
 - 11.3 To receive an update on the Games Club and note confirmation of funding from Involve Kent
 - 11.4 Neighbourhood Planning
12. OTHER BUSINESS including items referred from Committees for decision

- 12.1 Christmas Extravaganza – Saturday 26 November 2022: to approve the free use of Rickards Hall for the Edenbridge Christmas Community Association (ECCA)
- 12.2 Christmas Extravaganza – Saturday 26 November 2022: to approve the ECCA use of the Council's TN8 events licence
- 12.3 To approve the annual expenditure of £1,684.20 for: 1 x 240 and 1 x 360 litre bins, £1,344.20 plus the annual admin fee of £152 per bin (total £302) for Doggetts Barn/Rickards Hall; and Market Yard Public Toilets/and Market, and annual supply of paper recycling sacks (£38). *Sevenoaks District Council has reviewed its guidance for business on their waste duty of care. To comply with the commercial waste requirements the Town Council will require the appropriate bins for two sites*
- 12.4 To approve the expenditure of £600 plus VAT for a new full fire safety Risk Assessment
- 12.5 To approve the expenditure of £685.92 plus VAT for 5-yearly inspection and service of the Council's solar panels sited at the Depot and the Pavilion
- 12.6 To approve closing the Council office for three full working days (one day per week) to enable the staff time to work through the all the office online and paper files to enable the new IT File Storage System moving to a Cloud Based Storage Solution (*approved Council January 2022*)
- 12.7 Energy prices: The Council's energy contract for its buildings is secured by a 5-year contract expires 30 June 2025. The Streetlighting electricity supply 3-year contract expires 01 April 2023
- 12.8 Warm Places: *with the current Cost of Living crisis, parish and town councils are being asked to consider how it can help and if there is potential to extend its facilities*
 - 12.8.1 Games Club
 - 12.8.2 Sevenoaks District Warm Spaces initiative**
- 12.9 To approve the annual expenditure of £2,400 plus VAT for the pitch decompaction at the Recreation Ground and Nomads/Mowshurst
- 12.10 Edenbridge Dementia Friendly: To consider a new initiative in collaboration with the Chamber of Commerce and the Manor Care Home
- 12.11 SDC annual Liaison Meeting – Thursday 27 October – to put forward any agenda items
- 12.12 Edenbridge Remembrance Sunday 13th November 2022
- 12.13 Thursday Market: To consider allocating a budget of £300 for activities for December
- 12.14 To confirm the Office Christmas arrangements
- 12.15 King Charles III Coronation 2023: to consider instructing the Finance Committee to allow for a budget for the town's celebrations
- 12.16 To approve the proposed Council and Committees Meeting schedule for 2023/24*

13. CONSULTATIONS

- 13.1 [Kent Drug and Alcohol Strategy 2023-2028](#) – closing date 31 October
- 13.2 [National Highways and Transport Survey 2022/23](#) – closing date 23 February 2023
- 13.3 [Sevenoaks Town Neighbourhood Plan - Regulation 16](#) Consultation - closing date 22 September
- 13.4 [Better Together community survey](#)

14. TO RECEIVE REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES

15. TO CONSIDER ANY PRESS RELEASES

- 15.1 With the Council's current set-up with its social media and website platforms is this item necessary as an agenda item

16. MATTERS FOR FUTURE AGENDAS

17. FORWARD PLANNING STEERING GROUP (FPSG) – the next meeting is 3 October – are there any specific future projects Members would like to be considered by the FPSG

In view of the confidential nature of the following items to be discussed the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

18. COUNCIL ASSETS REVIEW

18.1 Forge Green

18.2 Mowshurst

19. LAND OUTSIDE THE POLICE STATION WHERE THE COUNCIL'S FLAGPOLE SITS

20. DATE OF NEXT MEETING – 05 December

** Report/paper attached ** Confidential paper (draft 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)

Report to full Council and Town Clerk's Report October 2022

Report for council:

General info/updates

Meeting 12 September was cancelled due to the death of Her Late Majesty The Queen Elizabeth II and the Mourning period. October meeting 10 October brought forward to 3 October.

Annual Report 2021-22: The [report](#) for the last financial year has been published on the website.

Annual Return 2021/23: The Council has received the external auditor's conclusion of its review of the [Annual Governance and Accountability Return \(AGAR\)](#). Some additional information was provided as requested by the auditor, and I am pleased to report that there were no issues. A clean audit.

A comment was raised about trustees for two Charities accounts, but it was noted that the Council had already identified to confirm corrections to the Charities Commission listing correction - Lingfield Road 'Recreation Ground' charity number 302733; and Blossoms Park 'Public Recreation Ground' charity number 302732 - to Edenbridge Town Council as sole trustee.

Buildings update: The new alarms systems at Doggetts Barn and the Depot which were installed in April, have required some minor changes. Both are working well.

Budgets 2023/24: Work is starting on reviewing the current budget and drafting the budget for 2023/24. This will include looking at the existing 10 and 30-year maintenance plans for open spaces and building and creating a new 5-year view. The draft budget will be considered by Finance Committee meeting on 14 November. The Forward Planning Steering Group (meeting 31 October) will consider potential projects and make recommendations to the Finance Committee.

Bulky Waste Collection: [Saturday 8 October](#), 4 locations in Edenbridge.

CCTV Recreation Ground and Depot: The Open Spaces Committee has received a report at its recent meeting. Broadband costs for the Recreation Ground in the region of £22.5k plus annual costs of £1.2k. Cost for CCTV equipment is not included, and to be costed. CCTV monitoring costs in the region of £1k. Buildings Manager did have a proposal for Council CCTV monitored presented to [Council January 2022](#) with costs in region of £3.2k (for 2 sites). It has been agreed to investigate further including potentially alternative viable options/providers.

Charities Commission entry and status for two Council charities: Lingfield Road 'Recreation Ground' and Blossoms Park 'Public Recreation Ground' update: Following the July Council meeting, instruction was given to the legal team on 7 July to complete the forms for the Charities Commission confirming Edenbridge Town Council as sole trustee of the two charities.

Chairman's visits: In July, Cllrs Todd, Baker and Layland attended Hever School Shepherd Hut opening which the Town Council's CIL Board awarded a grant towards.

Chamber of Commerce: A meeting took place on 15 September with representatives from the Council to discuss how the two organisations could perhaps work together more bringing together its resources for the benefit of businesses in the town, and the community. It was a positive meeting. Main actions from the meeting: to approach the SDC Economic Development team about business support resources; Chamber Loyalty Card Scheme information to be available at the Council office; both organisations to promote activities. Also see agenda item 12.10.

The meeting was attended by: Council Chairman and Vice-Chair; Planning Committee Chairman and Vice Chair; the County Councillor (and district); and the Town Clerk.

Churchyard/Market Yard Wall: Due to the summer recess (and other commitments) the request to renew the faculty with Diocese and new quote for the works are yet to be done. A copy of the Church's quinquennial report relevant to the wall has been requested. Details will be represented to Council to consider accordingly.

CIL bids and Council Annual Grants programme: Applications are being invited for both funding opportunities – opened 1 September closing date 27 October. Details are on the [website](#) and it has been advertised on the Council's Facebook and in the Edenbridge magazine September/October issue. Next CIL Board meeting 21 November; Grants meeting 28 November.

Cost of living crisis: Sevenoaks District Council (SDC) has provided a [useful leaflet](#) on the help that is available. We have published this on the Council's website and Facebook. *Also see agenda item 12.8*

Edenbridge Magazine: Council's newsletter is published in the current edition, and on the [website](#).

Games Club - Cards, Games and puzzles social club for 55+ residents' partnership with Sevenoaks District Council (SDC) and Involve Kent: The Club maintained a steady group over the summer – average weekly attendance 6-8 people. September has seen some new faces which is great with numbers increasing. Feedback forms indicate increased confidence and enjoying the Club. *(See agenda item 11.3).*

Health and Safety training day: on 12 July, the Town Clerk, RFO and Buildings Manager attended a full day webinar covering the employer's responsibilities.

Highways: Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction): *update reported under agenda item 11.2*

Kent Highways used to meet with Council officers annually to discuss local matters. The last one was in June 2019. Highways have now restarted its visits with parish and town councils. It is hoped a meeting date will be confirmed for November 2022.

High Street Pavement cleaning: We have had several conversations with SDC waste management team regarding the condition of the pavements. Following a successful patch clean in Edenbridge, SDC made an application to The Chewing Gum Task Force grant scheme and was awarded £20,000. SDC has now purchased the appropriate equipment and plan a programme across the district. [Edenbridge pavement cleansing](#) started 27 September and has really helped clean-up the pavement slabs.

Lease meetings: The annual lease meetings with the Cricket Club, Nomads, the Rugby Club are currently being arranged to take place during October and November.

Market: Following the July resolution of £500 to fund activities over the summer period, this proved a great success. Activities included Magician and Balloon man, cup cake decorating and facepainting; total spend £405. The reduced traders' fees were received well and help with increasing summer stalls. Weekly stall numbers vary from between 6 to 15. New dedicated market [website](#) and [Facebook](#) pages were launched September 2022 – thanks to the help with Cllr Aldridge and Davina. *See agenda item 12.3 for December proposal.*

Monkeypox: Public advice is currently for anyone who has concerns to speak to local healthcare provider, or NHS 111 if you need urgent advice. Details are on the [.gov.uk](#) website. The Council Office is continuing with some of the Covid safety measures, and also mindful of this latest disease.

Mourning period - Her Late Majesty The Queen Elizabeth II: The Town Council observed the full 11 days (8 – 19 September) Mourning period. The Council's social media platforms carried the black mourning band and message. The Union Jack flag was at half-mast for the duration, except for when it was raised to full mast D Day 1 (10 September) when the London Proclamation was read, and lowered back to half-mast on D Day 2 (11 September) following the local reading of the Proclamation by Cllr Bob Todd. [The Proclamation reading](#) was held in the Courtyard at 4 pm with the National Anthem and music played the Town Band. [A brief vigil](#) was also held in the Courtyard on Sunday 18 September. A condolence book was made available at the Council offices as well as a place to leave flowers. The condolence book was also taken to a number of care homes and the hospital for residents to sign. The pages are sent to SDC who will send with other district condolences to Kent Archives. A [letter of condolence](#) has also been sent to Buckingham Palace. Thank you to the Town Band for playing so beautifully at both events; and Edenbridge Scouts for providing ceremonial flags on both occasions.

Ready Steady Grow competition: The competition had some good entries, winners of the seven categories were to be announced at an event on 14 September, but has now been rescheduled to [4 October](#), Rickards Hall, 6-6.30 pm. Jim Buttress, renowned horticulturalist and RHS judge, who is also a regular presenter on BBC Radio Sussex/Surrey Dig It, will present the prizes to the winners and then give a talk about his 'gardening life'. On [10 August](#), about 80 competition entrants and residents were also treated to an evening talk from local horticulturalist and plant-hunter Tom Hart Dyke. The event was a great success. *A reminder that the competition and talks is funded by a grant from Kent County Council's Covid-19 Local Recovery Fund.*

Recreation Ground playground refurbishment: The new playground is now complete with all play items installed and new bin. There are some minor snagging issues which are in hand. The playground has been well received and used over the summer period with many positive comments including one teenager who said, "the park is really great, I love it and we come here all the time".

Rickards Hall: Bookings continue to return at a steady pace. In addition to the dance group, there is now a new set of regular hirers including men and ladies probias, busy bees, historical society and the girl guides start in November. Hall annual income was budgeted at £6k; for the first five months it is £3,120 with the Games Club income yet to be included.

Sevenoaks District Council [Call For Sites 2021](#): There is no further update from SDC who are currently undertaking the site assessment process; it is still not known which sites in Edenbridge are being considered.

Silver Sunday Programme 2022: SDC has been working on promoting social and get fit activities in the district for the over 50s. The leaflet promotes activities in October in November. It is published on the [SDC website](#) and includes some Edenbridge based activities too. (Town Council posts will start in October.)

Speedwatch update: The Community Warden ran a speedwatch session for the High Street early summer. In a one-hour period 3 vehicles were found to be over the speed limit (25,27,34 mph), one of whom turned round and became aggressive towards the team. Due to annual leave, limited sessions were viable, and one was cancelled due to wet weather. Sessions are resuming on a 3-4-week cycle.

Speedwatch policing team has recently removed the site at Blossoms Park because of the limited sight line. It has reinstated one at Fairmead Road but requires the house owner's permission for each session; and is looking at a new site in Main Road which is going the opposite direction (south). There is currently 15 approved sites.

Councillor speedwatch training is available for anyone wanting to join the team of volunteers.

Sports Pavilion Windows: At the last meeting, Council agreed for the Town Clerk to make the decision on submitting a CIL bid to the SDC CIL Board (September meeting) for a contribution towards the Pavilion replacement windows and shutters. Due to time constraints and at the time not having a firm costing, a bid was not submitted. However, a quote has been received and this will help to firm-up the tender specification. It is planned to liaise with the Rugby Club and finalise the specification, place the tender on Contract finder and to then consider the tenders received. (*Council November 2021 confirmed to proceed with replacement aluminium windows and doors with shutters*). A CIL bid will be made to the Town Council's CIL Board.

Training: Office staff have attended webinars on: Finance; making documents accessible; planning changes/White Paper updates; Risk Assessments. Coming up: training sessions on civility and respect; social media and communications policies.

Visitors Guide: There has been a delay with the publishing of the new Guide, but the proofs are in the process of being signed off ready for print and then distribution. The Tourism and Administration Officer (Lindsey Eaton) has worked persistently ensuring contact details and editorial is current. *This publication is updated approximately 2-3 years.*

The Welcome Fund: A grant via SDC and the Welcome Fund has funded two new double bins (recycling/general waste), matching the new style in the Recreation Ground playground. These have been delivered recently. One has been sited at the Recreation Ground near the long car park, the other sited at Blossoms Park. They match the new bin provided for the new playground.

7. TO RECEIVE RECOMMENDATIONS FROM FINANCE COMMITTEE MEETING on 18 July:

7.1 To note: Committee approved the insurance provider and policy cover for the Council 2022-23, (Council resolution had approved expenditure up £17k), and made the following resolutions:

- to appoint Gallaghers as the broker with Hiscox as the insurance company providing the council insurance cover (6.1.1);
- a 3-year rate stability commitment with Gallaghers/Hiscox (6.1.2);
- insurance cover as quoted but asked the RFO to confirm the level of assets (contents and outdoor equipment), and to include the playground cover. It was noted there may be some slight adjustment to the policy quote (6.1.3). The policy cost quoted was £12,032.54 plus some adjustment to allow for increase with the assets

7.2 to refer the decision and confirmation of the expenditure for valuations for Church House and Rickards Hall, and Doggetts Barn back to full Council

7.2.1 To approve the expenditure for new valuation of Doggetts Barn (Grade 2 listed), 72A High Street, Edenbridge, TN8 5AR, fee £995 + VAT on-site visit

7.2.2 To approve the expenditure for new valuation of Church House and Rickards Hall (Grade 2 listed), 72 High Street, Edenbridge, TN8 5AR, fee £1,110 + VAT on-site visit

A reminder, that at July Council, it resolved the expenditure for six desktop valuations at £130 each. However, as two buildings are listed buildings, additional time would be required for research and calculations and therefore, require site visits for accuracy of measurements and the quote was revised.

The three desktop valuations have now been carried out:

Depot (with solar panels)

Church Street

Edenbridge

TN8 5BD

£230,238 increase to £234,100 (1.67% increase)

Sports Pavilion (with solar panels)
Recreation Ground
Coomb Field
Edenbridge
TN8 5HZ
£1,218,079 increase to £1,520,858 (24.85% increase)

Public Toilets
Market Yard Car Park
Edenbridge
TN8 5BB
£155,924 increase to £192,454 (23.42% increase)

The valuations uplift is lower than the Council's previous insurer had quoted at; their estimate had assumed 33.2%.

Do Members approve/ratify the valuations and expenditure as outlined in 7.2.1 and 7.2.2?

7.3 To ratify: Since the Finance Committee meeting, the revised total annual insurance premium £12,169.36 plus an additional buildings annual premium £696.66 following desk top valuations for the Depot, Pavilion, and public toilets

For information: The initial resolution for £17k was partly because a higher uplift had been guesstimates by the previous insurer. New valuations have since been carried out on three of the 10 Council buildings. Three listed buildings require site visits for valuations. This is likely to add a further increase to the buildings premium, but not excessively high or close to the total resolution. The full policy is published on the website.

The adjusted buildings insurance premium, pro rata required with effect from 5th September 2022 is £606.95 including IPT with this working out at an annual additional premium of £696.66 including IPT.

Do Members ratify the current insurance premiums: total annual insurance premium £12,169.36 (includes fees) plus an additional buildings annual premium £696.66?

8. TO RECEIVE RECOMMENDATIONS FROM PERSONNEL COMMITTEE MEETING on 1 September:

8.1 To approve support increasing the contract hours by one additional hour, thus increasing the budget and pay of up to £608 per year, based on current rates of pay to enable employee(s) to meet the National Insurance credit threshold

8.2 To adopt the policy document for salaries and payroll procedures**

Do Members confirm and approve recommendations 8.1 and 8.2?

8.3 To receive an update following on from meeting, item 5.2 other staff matters:

Communications Assistant – opportunity to work remotely

At the Personnel Committee it was reported that the Communications and Administration Officer was moving abroad. Davina has made a significant positive impact for the Council. She and the team are sorry to see her leave, but we have been exploring the possibility of her continuing her contract working remotely, which would be viable for the social media and other written communications. Davina has been provided with the appropriate equipment to enable remote working and comply with cyber security and GDPR. I have been in touch with Worknest for advice and I am currently looking at compliance with UK and oversee tax regulations, insurance, and visa/work permit. *Some countries have nomad visas to allow remote working – the country in question here, is included in this list and allows*

people to work remotely and travel freely between the country and their home country.
Subject to clarifying these three points, Davina should be able to resume work duties late October/November.

Do Members support continued employment working remotely, subject to the issues above clarified and allow facilitating remote working?

9. TO RECEIVE REPORTS AND ANY RECOMMENDATIONS FROM WORKING GROUPS; DELEGATED REPORTS; CLERK'S AND OFFICERS' REPORTS:

9.1 Clerk's report*

9.2 Communications Officer's report*

9.3 Market Officer's report*

9.3.1 To consider installing suitable safe electric supply with check meter from the Mess room (Public Toilet block) for the use of market traders, and the expenditure of between £335 to £485 plus VAT (*depending on preferred option*)

As a general rule, the Council does not provide power for the traders. Generators are noisy, and so not always suitable for the market set-up we have. Recently, one (new) trader required electricity. To provide the power, currently a cable is run out of the Mess room window, this is managed with cable floor coverings and barriers. This is satisfactory but there should be a more suitable set-up. The electrician has visited and put forward the two following proposals with both providing a check meter which would enable a charge to the trader to recover the electricity costs:

Option 1

Install two metal double sockets inside the mess room controlled by a lockable isolator and with a check meter. This will allow to monitor how much electricity is being used.

£335.00 + VAT

Or,

Option 2

Install a shatter/waterproof enclosure on the outside of the mess room, with two metal double sockets mounted inside. This will also have a lockable cover, and an access point underneath, to get the lead plugs into the box. As with option 1 a check meter and a lockable isolator will be mounted inside the mess room.

£485.00 + VAT

NB: Market rents, annual budgeted income £6,000; five months rents £2,763. Market costs/business rates to date £1,284 (excluding Market Officer).

How do Members want to proceed?

10. HEALTH AND SAFETY/RISK ASSESSMENT: To receive report from Worknest annual review visit**

The Health and Safety consultant visited for a full day on 8 September. It was a useful and positive visit. Overall, what we are doing is good and to a high standard. There were some procedural improvements recommended. Next year's visit will provide a fire review. *See attached for full report 117 pages (confidential).*

There were 13 issues raised, main actions: Worknest is updating Council H&S handbook; Tractor fuel storage external inspection; need specific external Fire Risk assessment (*agenda item 12.4*).

Do Members have comments?

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

11.1 To note: Finance and Governance Risk Assessment has been reviewed and updated

The annual Governance risk assessment review which covered the Council's risk, governance, personnel, open spaces and financial risk was reviewed by Cllrs Lloyd and Sumner with the

Town Clerk and RFO in July. This has been uploaded on to the website under Policies/[Risk Assessment](#) page.

11.2 To receive an update on the Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction) 40-mph buffer zone scheme, following the public consultation (8 July until 1 August 2022)

Following the public consultation, Kent Highways has confirmed under 5 objections were received, and therefore approval by the Head of Service to go ahead has been given. The scheme design is currently being finalised ready for construction on site. Once this process is complete, Highways will provide the quote for carrying out the works and upon receipt of payment (from the Council) an order with the contractor will be placed.

11.3 To receive an update on the Games Club and note confirmation of continued funding from Involve Kent

After a successful pilot (some feedback was given at the July meeting), a contract between the Town Council and Involve Kent has now been agreed and signed; the value is up to £5,000 to the Council for running this service. (A proportion of this will cover the Rickards Hall hire.) The contract is on an outcomes basis, which has been set at 50 participants. The service will be reviewed at the renewal time. Rose and I met recently with Involve Kent, there is scope to expand the brief for the Games Club facility/service for example maybe introduce a knit and natter corner and/or extend the hours and maybe include a bowl of soup (early lunch).

11.4 Neighbourhood Planning

The Council has previously considered Neighbourhood Plan (NHP). In 2014 a NHP Steering group was established; a draft Plan was submitted to SDC in March 2017 for comment. A [draft Pre-Submission Plan](#) was published dated 27 October 2017. In November 2017 SDC advised: *that there will be new policies emerging that will need to be taken into account in your plans. Importantly for those preparing a Neighbourhood Plan, you must show that your policies are in accordance with the new emerging Local Plan's strategic policies.* They also said that its resources would be committed to the emerging Local Plan.

In April 2021 a Zoom presentation was received by SDC on Neighbourhood Planning. The draft Edenbridge NHP did provide some good research and documentation, but would require redoing and likely to start again. NHPs involve a lot of work and the Town Council will need to be specific in its policies and what is wanted to be achieved by having a Plan and benefits for the town. The NHP would need to complement/work with the new [character area assessment](#). If the Council and town has a clear vision and the policies support this vision, this would increase influence on development in Edenbridge, which will be a clear benefit.

Sevenoaks Town has recently put its draft NHP out to regulation 18. It will be interesting to see the response from this first reg consultation.

In my experience preparing a NHP is a tremendous amount of work, and it is advisable to engage a NH Planning consultant. SDC would provide some support, and there are routes for potential grant funding. Currently, the government is not providing funding through its direct grants. [Neighbourhood Planning \(Locality\)](#) offers two types of funding, basic grant £10K and additional technical support grant of up to £8k. The Council's NHP reserves has £15k currently.

Do Members want to investigate the costs, grant opportunities and engaging a consultant to work on developing a Neighbourhood Plan for Edenbridge, or wait until the Local Plan is made?

12. OTHER BUSINESS including items referred from Committees for decision

12.1 Christmas Extravaganza – Saturday 26 November 2022: to approve the free use of Rickards Hall for the Edenbridge Christmas Community Association (ECCA)

12.2 Christmas Extravaganza – Saturday 26 November 2022: to approve the ECCA use of the Council's TN8 events licence

Do Members approve items 12.1 and 12.2 for the Edenbridge Christmas Community Association (ECCA) for its Christmas Extravaganza – Saturday 26 November 2022?

12.3 To approve the annual expenditure of £1,684.20 for: 1 x 240 and 1 x 360 litre bins, £1,344.20 plus the annual admin fee of £152 per bin (total £302) for Doggetts Barn/Rickards Hall; and Market Yard Public Toilets/and Market, and annual supply of paper recycling sacks (£38). Sevenoaks District Council has reviewed its guidance for business on their waste duty of care. To comply with the commercial waste requirements the Town Council will require the appropriate bins for two sites

SDC has advised its [commercial waste service](#) and [guidance for businesses](#) /duty of care, and that organisations need to comply with this, including village halls which cannot request hirers to take their rubbish home. This impacts on how the Town Council manages its waste going forward. Currently the Council uses the blue/purple was bags with hirers taking their rubbish home. A roll of 26 blue bags is £80.35, annual cost is in the region of £321 (4 roles). Paper waste, the Council subscribes to commercial recycling sacks, one pack of 25 costs £38.00

To consider:

- could continue as we are but sell blue/purple sacks to all hirers, to be left in the fenced off area in Doggetts Courtyard. However, this would pose an environmental issue with sacks building up outside. (This does not include the public toilets waste.) Or,
- subscribe to a commercial waste bin with prices starting at £11.60 per empty/per week (potentially higher). NB: *this does include glass and we cannot get rid of glass so hirers would probably just put in the commercial waste bin – there is no alternative for glass in the offer*
- Arrangements for the public toilets and Thursday Market also need to comply with commercial waste guidance and duty of care
- Locks would need to be fitted to prevent general public use of both bins

Costs:

2 x 240 litre bins (3-4 sacks) weekly collection £11.60 per bin, annual cost £1,206.40 plus the annual admin fee of £152 each bin

Or

2 x 360 litre bins (5-6 sacks) weekly collection £14.25 per bin, annual cost £1,482 plus the annual admin fee of £152

Or,

1x 240 litre bin (for MYCP) and 1 x 360 litre bin (Doggetts Courtyard), annual cost £1,344.20 (£603.20+£741)

Office paper waste would continue with the recycling sacks, 25 sacks/£38.00.

Another consideration is the Museum also deposits its waste bags at the same location in Doggetts Courtyard. Therefore, a 360-litre bin may be more suitable for this location.

Do Members approve the annual expenditure for 1x 240 & 1 x 360 litre bins, £1,344.20 plus the annual admin fee of £152 per bin (total £302) for Doggetts Barn/Rickards Hall; and Market Yard Public Toilets/and Market? Total waste annual budget with paper sacks £1,684.20?

12.4 To approve the expenditure of £850 plus VAT for a new full fire safety Risk Assessment

The employer has a responsibility to ensure, so far as reasonably practicable, the health and safety and welfare of its employees and visitors. The Risk Assessment process considers each significant risk, the severity and likelihood, and identify control measures. The new Fire Safety Act 2021 has now come into force and the new Fire Safety (England) Regulations 2022 will come into effect in January 2023. If you have a business, you have a legal duty to make sure that it is safe for yourself and your staff, your customers, visitors, and anyone else who

may use or attend your premises. Part of this legal duty is to carry out a fire risk assessment. The law which governs this is the Regulatory Reform (Fire Safety) Order 2005, sometimes known as the RRO, or simply the fire safety order.

A fire risk assessment:

identifies possible fire hazards and people who may be at risk
evaluates the risks and what can be done to remove or reduce them
records what was found and done.

It is not a one-off assessment. It must be up to date and reviewed regularly, taking into account any changes to your premises. It is recommended that this is reviewed not only internally, but by an external fire expert.

An external fire risk assessment cost £200 per building: Doggetts, Rickards and Church House, and the Depot (£250). However, having since discussed this with the Worknest Health and Safety consultant (8 September) she has advised to confirm before appointment the assessor is specifically competent for Listed Buildings registered on a fire risk assessor register; if not we will have to go to a different assessor which could cost more – region £1k. The last external review was last done a few years back.

Do Members approve the expenditure of £1,000 plus vat for a new full fire safety Risk Assessment by a competent registered fire risk assessor?

12.5 To approve the expenditure of £685.92 plus VAT for 5-yearly inspection and service of the Council's solar panels at s sited: Depot and the Pavilion

Solar panels should be serviced 5-yearly. The company who installed the solar panels can service both solar PV system and provide a report of the engineer's findings and any further works required. This should help to identify the issue currently with the panels at the Pavilion.

Do Members approve the expenditure of 685.92 plus VAT for 5-yearly inspection and service of the Council's solar panels sited at the Depot and the Pavilion?

12.6 To approve closing the Council office for three full working days (one day per week) to enable the staff time to work through the all the office online and paper files to enable the new IT File Storage System moving to a Cloud Based Storage Solution (approved Council January 2022)

The IT solutions project requires all staff to review and sort through document files for a full IT reorganisation, but with frequent office interruptions (nature of the work) and other pressing work matters, this has becoming increasingly difficult to focus on. This is a significant project and amount of work which needs dedicated time. The proposal is to close the office (including not answering the phones or emails) for potentially up to three full days spread over a three-to-four-week period.

Do Members support the Council office closure for up to three full days, spread over a period of time to enable the transition of files from server to Cloud?

12.7 Energy prices: The Council's energy contract for its buildings is secured by a 5-year contract expires 30 June 2025. The Streetlighting electricity supply 3-year contract expires 01 April 2023

The RFO has confirmed with the energy provider that the Council's energy prices remain as per the 5-year agreement until June 2025. This covers Doggetts Barn, Rickards Hall, the Depot and the public Toilets. Smart metres are in the process of being installed. Council

staff have already discussed potential further efficiencies it can make; these include, cold water hand washing, less water in kettle, limiting light use, switching computers and appliances off every night (and wearing slippers and having blankets whilst sitting at desks). However, the energy prices for streetlighting remain for the current budget year, but not for the new budget year 2023/24. No offers are currently available, but we will keep in touch with the energy company.

This is for information and noting as part of the budgeting process.

Do Members have any further comments?

12.8 Warm Places: *with the current Cost of Living crisis, parish and town councils are being asked to consider how it can help and if there is potential to extend its facilities*

12.8.1 Games Club

12.8.2 Sevenoaks District Warm Spaces initiative**

The Clerks from the four towns in Sevenoaks district met recently with SDC's Health & Communities Manager to discuss if an initiative for providing Warm Spaces could benefit residents especially in view of the current cost of living crisis and rising energy bills. When we met, we felt that each town (and parishes) do already have a range of facilities and places that residents could use. For example, community cafes, leisure centres, libraries, play groups, met and chat groups, church groups etc, and perhaps these could extend their invitation to people in the community who may just need a warmer space and also to meet new people. As it happens, [Gateshead Council](#) are ahead of us on this with its Warm Places directory. We thought it would be great to follow a similar model but named 'Warm Spaces'. SDC has drafted a Charter and questionnaire which town and parish councils could circulate to organisations in their communities. SDC will set-up the webpage and create a directory and a leaflet. *See the attached drafts***

Are Members happy to support this initiative and potential for expanding and including the Games Club?

12.9 To approve the annual expenditure of £2,400 plus VAT for the pitch decompaction at the Recreation Ground and Nomads/Mowshurst

This is usually considered under Open Spaces Committee. The contractor the Council usually uses for its annual pitch decompaction has provided a quote to the Head Groundsman and is something he supports is needed. The work could be carried out in October.

Do Members approve the annual expenditure of £2,400 plus VAT for the pitch decompaction at the Recreation Ground and Nomads/Mowshurst?

12.10 Edenbridge Dementia Friendly: To consider a new initiative in collaboration with the Chamber of Commerce and the Manor Care Home

Following a meeting with the Chamber of Commerce on 15 September, one of the initiatives raised making Edenbridge a Dementia Friendly town? The Chamber proposed engaging with the new Manor Care Home who were already looking at providing support services/facilities within the town. Following a meeting on 26 September it was agreed that the three organisations could support a collaborative initiative. *Further details will be provided at the meeting.*

Do Members support a collaborative project to help make Edenbridge a dementia friendly town?

12.11 SDC annual Liaison Meeting – Thursday 27 October – to put forward any agenda items

The following agenda items proposed:

- Feedback from last year's meeting
- High street pavement cleaning - *thank you for getting this done*
- Planning White paper – *summary for impact of planning and the Local Plan and NHPs*
- Emerging Local Plan update and call for sites update
- Partnership working: currently the town field; waste/gardening bag sales; ETC
- agency for SDC playground inspections – *disappointment with town field early cut*
- Estates projects for Edenbridge – *any updates*
- Emergency Planning update - *Cllr McArthur has been working with SDC on communications/radios*
- PACT meetings and support from Community Safety Unit
- Parish Charter update
- Leisure Centre
- Warm Spaces initiative

Do Members have any other items for the agenda?

12.12 Edenbridge Remembrance Sunday 13th November 2022

11.00 am - The Wreath laying ceremony will take place at the War Memorial (Edenbridge Memorial Hospital).

2.30 pm - There will be a service in church and the Town Band will be performing.

Councillors and members of the public are all invited to attend the Church service.

Cllr Baker is organising the crafted poppies display for the Stangrove railings again. This will be the third year of what has become a popular feature during Remembrance. More information on [Edenbridge Yarn Bombers](#). Information will be posted on the Town Council's Facebook during October.

Councillors to note this date and to attend the Wreath laying ceremony and Church Service.

12.13 Thursday Market: To consider allocating a budget of £300 for activities for December

Proposal: to ensure a good range of stalls during December to offer a Christmas/December discounted rate (like August); and provide one or two activities during the last two Thursdays (15 and 22) before Christmas.

Do Members support reduce pitch fees during December and a budget of up to £300 for entertainment/activities?

12.14 To confirm the Office Christmas arrangements

Closed week 26 December. Monday 26, Tuesday 27 bank holidays; Wednesday 28 and Thursday 29 statutory leave days; Friday 30 December staff have option to use an annual leave day or to work. Friday 23 December, the office will close early.

The staff annual Christmas lunch is yet to be confirmed, likely be Friday 02 or 16 December.

Do members approve the Christmas arrangements, office closure dates and the statutory leave dates?

12.15 King Charles III Coronation 2023: to consider instructing the Finance Committee to allow for a budget for the town's celebrations

The date of the Coronation is yet to be confirmed but is expected to be Spring/early summer 2023. Buckingham Palace is expected to provide suggestions how communities can celebrate this momentous occasion. The Queen's Jubilee celebrations and Beacon were very well received in the town. There is thought that a working group should be established now so that ideas and costs can be researched – should a group be set-up it will need to work with officers with decisions approved by Council.

Do Members wish to make a recommendation to the Finance Committee to allow for an events budget to enable the town to celebrate King Charles III Coronation?

12.16 To approve the proposed Council and Committees Meeting schedule for 2023/24*

See attached.

Do Members approve the proposed Council and Committees Meeting schedule for 2023/24?

13. CONSULTATIONS

13.1 [Kent Drug and Alcohol Strategy 2023-2028](#) – closing date 31 October

13.2 [National Highways and Transport Survey 2022/23](#) – closing date 23 February 2023

13.3 [Sevenoaks Town Neighbourhood Plan - Regulation 16](#) Consultation - closing date was 22 September

13.4 [Better Together community survey](#) – no closing date published

14. TO RECEIVE REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OF OUTSIDE BODIES

15. TO CONSIDER ANY PRESS RELEASES

15.1 With the Council's current set-up with its social media and website platforms is this item necessary as an agenda item

16. MATTERS FOR FUTURE AGENDAS

17. FORWARD PLANNING STEERING GROUP (FPSG) – the next meeting is 3 October – are there any specific future projects Members would like to be considered by the FPSG

Reminder of the Group's terms of reference:

Referred business

To consider and make recommendations to full Council or Finance and Governance Committee on the following matters:

- The long-term future development of the town, in line with the Town Council's agreed vision and fundamental principles
- Monitor, update and maintain the Town Council's long, medium, and short-term plan
- Review the Town Council's five-year forecast of revenue and capital receipts and payments and make any proposals for revising the forecast as necessary
- Recommendations, for the level of Precept increase, based on the above plans, to guide the Council and its Committees' budget setting processes
- Recommendations on policy and capital expenditure to Council
- Consider wider partnership schemes for Edenbridge and if it is appropriate for the Town Council to be involved

The current [Edenbridge Town Council - Forward Plan 2021 \(04 October 2021\)](#).

Do Members have any specific items they would like raised at the FPSG meeting?

In view of the confidential nature of the following items to be discussed the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

18. COUNCIL ASSETS REVIEW – verbal updates at meeting

18.1 Forge Green

18.2 Mowshurst

18.1 and 18.2 to be reported on at meeting.

19. LAND OUTSIDE THE POLICE STATION WHERE THE COUNCIL’S FLAGPOLE SITS – *information to be presented at meeting*

20. DATE OF NEXT MEETING – 05 December

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: Funding opportunity for Community Fridge
 Speedwatch operator weekly report - Results and Availability
 Salaries of Kent Council Executives

August: Main Road parking (x2)
 Edenbridge High Street - Time is up..
 Edenbridge Recreation Ground
 Gaywood Solar Farm
 FOI request - Gaywood Solar Farm

July: Playground Lingfield Road
 Aviation matters (x2)
 High Street – Ghost town
 Edenbridge High Street
 Edenbridge High Street – Time is up.. (x4)
 ASB back in the rec

Edenbridge Town Council

Communications & PR review – September 2022

In May 2022 the Council employed a Communications & Admin Assistant to help improve the Council's communications with its public and stakeholders.

In doing so, the Council has already recognised the importance of good communications; effective communications has the power to engage communities, challenge misconceptions and help the Council achieve its objectives.

This purpose of this report is to outline what has been achieved over the last four months and suggestions for how to further drive communications forward.

ACHIEVEMENTS

WEBSITE

- Published regular news posts, which could also be shared on social platforms
- Added new pages to the website eg Edenbridge Memorial Health Centre
- Started to review all webpages to ensure content is up-to-date and follows accessibility guidelines
- Liaised with partners such as Sevenoaks District Council to ensure ETC information is accurate and up-to-date. Also ensured that Edenbridge is represented on Visit Sevenoaks website

SOCIAL MEDIA

- Changed the tone and style of social media posts so that they are more engaging and presents a 'friendly' and approachable face of the council
 - Social, friendly tone of voice
 - Better use of imagery and emojis
 - More use of videos
 - Established relationship with other members of the team to help promote their work ie Grounds team
- More interaction with partner social media pages – liking, sharing etc
- Promoted more stories/information about the Council and its services that people may not be aware of
- Trained staff on how to use facebook pages and posts (Town Council/Community Warden/Market pages)

LOCAL PUBLICATIONS & FLYERS/POSTERS

- Produced a community newsletter with Council news for inclusion in the Edenbridge Magazine Sept/Oct edition)
- Sent news items to local groups for inclusion in their communications/newsletters
- Produced posters/flyers to be displayed/distributed locally – noticeboards, shops, leisure centre, community places etc.

ANNUAL REPORT

- Produced the Annual Report 2021-22

EVENTS

- Helped promote events to encourage turn-out
- Produced write-ups on events
- Captured photographs/video
- Cross-promoted Council services ie displaying flyers

THURSDAY MARKET

- Helped launch a new dedicated market and Facebook page for the town's weekly market
- Helped with a new dedicated Market website

TOURISM

- Looking at updating the Instagram account focusing on images of Edenbridge and local tourism attractions to help with a visual overview of what there is in and around Edenbridge

AREAS FOR IMPROVEMENT

In addition to continuing with the work already carried out, the following actions are considered achievable with similar amount of resource.

BRANDING

- The Council would benefit from having a brand identity. At the moment, the Council uses the Town Crest on communications, but it would be preferable to have a logo that includes the name of the Council. This could well include the crest if that was preferred. Having a logo and a 'corporate' colour that can be used on communications would help achieve credibility and help the Council promote its work. A corporate font could also be adopted, as well as a template email signature for all staff and Councillor to use. Links to the website and social channels should also be linked on the signature.

SOCIAL

- Continue to communicate in a similar style and tone of voice that has been adopted over recent months

WEBSITE

- Continue to review all webpages
- Video content

GOOGLE

- Set up Google Business profile and Google Analytics for all websites managed by the Council. With analytics, future decisions can then be data-driven.

EVENTS

- Attend local events where possible or have literature/branding on display.
- Use Council events to talk about the Council in general and what we do. Raise the profile of Councillors.

EMAIL NEWSLETTER

- Consider producing an email newsletter using a platform such as Mailchimp, which people can subscribe to via the website and social channels. Frequency could be decided depending on resource. A lot of information could be copied and pasted from our website news section. This would help the Council reach residents that aren't on social or don't use it that regularly.

PARTNERSHIP WORKING

- Continue to build relationships with partners and other stakeholders so that our communications can reach a wider audience.

TOURISM

- Regular images posted to Instagram
- New articles to appear in the 'articles' section

Market Officer's report (June – September 2022)

Below is a brief report of the actions/activity initiated, ongoing or completed during the first three months of the role

Initial Research

After being offered the role, I visited several other markets to research how they operate, talk to the managers and stall holders to gather ideas on how to improve the Edenbridge Market and to also recruit new stall holders. This was a useful exercise, bringing three new regular and popular stall holders to Edenbridge Market and gaining experience for myself.

Expanding the Market Stalls and Visitors

The number and diversity of the stalls attending the market has increased over the last three months, from an average of the regular five/seven stalls, up to a record 15 stalls on 25th August.

Advertising / Increasing Awareness

A thriving market requires good visitor numbers to attract/retain/support the traders and the broader High Street. To broaden the awareness of the Market several actions were initiated, working with Cllr Aldridge, RFO (Lorraine Ganney), Communications Officer (Davina Miller) and the Town Clerk:

- A. A branding style for the market designed
- B. Advertising posters were printed/distributed to High Street shops
- C. Engaging with High Street retailers and proprietors
- D. Children's entertainments were arranged for market days throughout August
- E. Discussing use of A boards, signs, and notices
- F. Footfall statistics recorded

Item D. above was well received with cake decorating, face painting and a magician all receiving positive feedback.

Item E. above is ongoing, as although it is agreed that improved signage is required and a greater distance from the Town centre but needs to be Highways compliant. New banners are being designed for temporary display on Great Stone Bridge Land (recently approved in principle), and potential other location.

Day to Day presence on the Market

I am at the market from 07:15 to when majority of traders leave, approx. 15:00, which enables me to:

- A. Oversee the setting up of the market in an orderly and safe fashion
- B. Be on hand to manage issues and respond to them to minimise interruption
- C. Managing parking issues, which has interrupted planned operations
- D. Collecting pitch fees and receipts
- E. Reducing the restricted parking to adjust for market stall holder's space and parking demand
- F. Monitor the Market for Health and Safety issues and weekly Risk checks
- G. Appropriately manage and defuse the rare incident of disruptive behaviour from members of the public.

Weekly duties

- A. Check emails for trader enquiries, changes, (shared with Lorraine)
- B. Send out forms and check paperwork, insurances and risk assessment (working with Lorraine)
- C. Preparing weekly layout of market allocating pitches
- D. Facebook weekly posts (new)
- E. Updating website traders attendance (new)
- F. Researching potential new traders
- G. Promotions
- H. Quarterly Risk review

LIST OF DATES FOR COUNCIL, COMMITTEES & OTHER MEETINGS IN 2023 (presented to Council 03 October 2022)

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

Monday	02 January	Bank Holiday (New Year's Day)
Monday	09 January	Planning Committee
Monday	16 January	Council Meeting to confirm precept
Monday	23 January	Finance (& Governance) Committee
Monday	30 January	Planning & Transportation Committee

Monday	06 February	Emergency Planning Committee
Monday	13 February	Open Spaces Committee (EOY review)
Monday	20 February	Planning Committee
Monday	27 February	CIL Board

Monday	06 March	Council Meeting
Monday	13 March	Planning & Committee
Monday	20 March	Annual Town Meeting (Due to election year & purdah)
Monday	27 March	Finance Committee (end-of-year)

Footpaths Working Group End-of-year internal auditor visit

Monday	03 April	Planning & Transportation Committee
Monday	10 April	Easter Monday
Monday	17 April	Open Spaces Committee (commissioning works)
Monday	24 April	Planning Committee

Local Elections Thursday 04 May 2023

Monday	01 May	Bank Holiday
Monday	08 May	Annual Meeting of the Town Council (annual meeting shall be held on, or within fourteen days after, the day on which the councillors elected)

Monday	15 May	Planning Committee
Monday	22 May	Finance (& Governance) Committee
Monday	29 May	Bank Holiday

Monday	05 June	Planning Committee
Monday	12 June	Open Spaces Committee (summer programme)
Monday	19 June	(Training?)
Monday	26 June	Planning Committee

Planning Applications: Where an application comes in that does not coincide with a scheduled Planning Committee meeting, either an extra meeting will be called, or the application will be considered outside a meeting as per the Terms of Reference delegated business and reported to the next committee meeting.

Monday	3 July	Council Meeting
Monday	10 July	Finance Committee -1/4ly review
Monday	17 July	Planning & Transportation Committee
Monday	24 July	Open Spaces Committee (review)
Monday	31 July	

Leaseholders Nomads (Aug/Sept)

Monday	7 August	
Monday	14 August	Planning Committee (<i>Delegated authority over summer period</i>)
Monday	21 August	
Monday	28 August	Bank Holiday

Monday	4 September	Planning Committee
Monday	11 September	Council Meeting
Monday	18 September	Open Spaces Committee (review)
Monday	25 September	Planning Committee

Leaseholders Blossoms and Rec & SLAs (meetings Oct/Nov)

Interim Internal Auditor visit		
Monday	02 October	Finance (& Governance) Committee – 6 monthly review
Monday	09 October	Forward Planning Steering Group
Monday	16 October	Planning & Transportation Committee
Monday	23 October	Emergency Planning Committee
Monday	30 October	Council Meeting

Audit Review Group (private) to meet before Finance Committee

Monday	06 November	Planning Committee/Open Spaces Committee (budgets)
Monday	13 November	Finance & Governance Committee (draft budget)
Monday	20 November	Charities & Grants / CIL Board
Monday	27 November	Planning Committee

Monday	04 December	Council Meeting (draft budget)
Monday	11 December	Planning Committee
Monday	18 December	<i>no meeting</i>
Monday	25 December	Bank Holiday <i>No meetings – Christmas period</i>