



# Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 11 Nov 2019 | Short Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (*Vice-Chair*), A Damodaran, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, P Smith, S Sumner, B Todd (*Chair*).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 11 November 2019 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
6 November 2019

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

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

---

## Agenda

<b>1 - To Receive Apologies for Absence</b>	3
<b>2 - Declarations of Interests or Predetermination</b>	3
<b>3 - Public Questions and Statements</b>	3
<b>4 - TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 14 October 2019</b>	3
<b>5 - MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA</b>	3
5.1 - Draft Local Plan update	3
5.2 - To receive an update on the review for the Council and Committee meeting dates for 2020	3
<b>6 - TO CONSIDER THE CURRENT PLANNING APPLICATIONS</b>	3
6.1 - St Johns Way Station Road Edenbridge 19/02961/ADV	3
6.2 - Elderslie Hilders Lane 19/02937/HOUSE	3
6.3 - Hamsell Mead Farm Sunnyside 19/02853/REM	4
6.4 - Hamsell Mead Farm Sunnyside 19/02885/DETAIL	4
6.5 - Hong Kong Diner 95 High Street 19/02774/LDCEX	4
6.6 - 90 High Street 19/02769/LBCALT	4
6.7 - 32 Westways Edenbridge 19/02909/HOUSE	4
6.8 - Pierces Platt Shernden Lane Marsh Green 19/00969/FUL	4
6.9 - The following planning applications were considered outside the meeting due to the need for a swift response:	4
6.9.1 - Health Centre. Ref no 19/01682/FUL	5
6.9.2 - Unit 2 Ramac Retail Park Station Road. 19/02810/ADV	5
6.9.3 - New Barns Farm Greybury Lane Marsh Green 19/02905/FUL	5
<b>7 - For Information</b>	5
7.1 - Site Of Melbourne House Station Road 19/02932/DETAIL	5
7.2 - Marlbridge House, Enterprise way 19/02864/CONVAR	5

7.3 - 139A High Street 19/02992/PAC	5
7.4 - 4 Orchard Close 19/03044/W5DAY	5
7.5 - Riverside Cottage High Street 19/03061/NMA	6
7.6 - Riverside Cottage High Street 19/02889/DETAIL	6
7.7 - 139 - 143 High Street 19/02788/LDCPR	6
<b>8 - TO ADOPT THE FOLLOWING REPORTS/MINUTES OF MEETING</b>	<b>6</b>
8.1 - Grants and Charities Annual Meetings	6
8.2 - Extra Ordinary Open Spaces Committee	6
8.3 - Planning and Transportation Committee	6
8.4 - Finance Committee	6
8.5 - Forward Planning Committee	6
8.6 - Emergency Planning Committee	6
<b>9 - To Receive County and District Councillor Reports</b>	<b>6</b>
9.1 - County Councillor	6
9.2 - District Councillors	7
<b>10 - To Receive Reports and any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports</b>	<b>7</b>
10.1 - Parking Group meeting	7
10.2 - Clerk's report	7
<b>11 - Other Business including items referred from Committees for decision</b>	<b>7</b>
11.1 - Open Spaces Committee: To ratify the following resolution and recommendations	7
11.1.1 - To ratify the decision to extend the skilled groundsman contract to 5 days a week until 30 November	7
11.1.2 - To approve the recommendation to increase the seasonal skilled groundsman to full-time hours throughout the winter months and thus to increase the grounds staff salary budget	7
11.1.3 - To reflect the increase of hours to full-time, to offer a full-time contract to the skilled groundsman with continuous employment backdated	7
11.2 - To report an update view on the proposals for the budget 2020/21	7
11.3 - Neighbourhood Plan	7
11.4 - To review and adopt the following updated policies	7
11.4.1 - Retention policy	7
11.4.2 - Publications Schedule	7
11.4.3 - Complaints procedure	8
11.5 - Remembrance Services	8
<b>12 - Consultations</b>	<b>8</b>
12.1 - Sevenoaks District Council - Statement of Licensing Policy	8
12.2 - Kent County Council - proposal to expand Tunbridge Wells Grammar School	8
<b>13 - To Consider Any Press Releases</b>	<b>8</b>
<b>14 - To formally receive a complaint against the Council</b>	<b>8</b>
<b>15 - To receive nominations for Civic Medallion (nominations will be voted on at another meeting as they need to be supported unanimously by all councillors)</b>	<b>8</b>
<b>16 - Date of Next Meeting</b>	<b>8</b>

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 14 October 2019**

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

5.1 **Draft Local Plan update**

The Inspector has concluded that SDC has not complied adequately with the Duty to Co-operate and has cancelled the November Hearing sessions; therefore, the outcome of the Plan is suspended. Does Edenbridge Town Council want to consider a response to SDC and the Inspector, especially, in view of the costs incurred to the Town Council having employed an independent consultant to make representation?

5.2 **To receive an update on the review for the Council and Committee meeting dates for 2020**

6 **TO CONSIDER THE CURRENT PLANNING APPLICATIONS**

6.1 **St Johns Way Station Road Edenbridge 19/02961/ADV**

Erection of 1x free standing V sign, 1x totem sign, 8x small boards, 12x tall flags and 1 x hoarding, Land North West Of Junction With St Johns Way Station Road Edenbridge KENT TN8 6HL

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZQEWHBKGF00>

6.2 **Elderslie Hilders Lane 19/02937/HOUSE**

Single-storey extension to rear elevation with roof replacement and single storey front extension infill. Erection of a front dormer. Landscaping works to facilitate decking.  
Elderslie Hilders Lane Edenbridge KENT TN8 6LG

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZJ08MBKG2000>

**6.3 Hamsell Mead Farm Sunnyside 19/02853/REM**

Reserved matters approval for 17 dwellings together with associated parking, landscaping, open space and infrastructure. Hamsell Mead Farm Sunnyside Edenbridge KENT TN8 6HP

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZOHLEBKMU800>

**6.4 Hamsell Mead Farm Sunnyside 19/02885/DETAIL**

Details pursuant condition 27 (ecological enhancement plan) of 16/03938/OUT. Hamsell Mead Farm Sunnyside Edenbridge KENT TN8 6HP

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZ7BTYBK0P200>

**6.5 Hong Kong Diner 95 High Street 19/02774/LDCEX**

Confirmation that the ground floor is a Chinese takeaway and confirmation that the first floor is for residential use. Hong Kong Diner 95 High Street Edenbridge KENT TN8 5AU

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PYNIWXBKM9200>

**6.6 90 High Street 19/02769/LBCALT**

3 hanging baskets and 2 Window boxes. 90 High Street Edenbridge KENT TN8 5AR

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PYN5GVBK0KW00>

**6.7 32 Westways Edenbridge 19/02909/HOUSE**

Conversion of a garage, part single story front extension and alterations to fenestration.32 Westways Edenbridge KENT TN8 6AA

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZDGA0BKFPS00>

**6.8 Pierces Platt Shernden Lane Marsh Green 19/00969/FUL**

AMENDED PARISH CONSULTATION Pierces Platt Shernden Lane Marsh Green Edenbridge KENT TN8 5PS a summary of the main changes are Amended plans and ecological impact assessment

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PPAHUHBKIVN00>

**6.9 The following planning applications were considered outside the meeting due to the need for a swift response:**

6.9.1 **Health Centre. Ref no 19/01682/FUL**

Amended Parish Consultation - A full planning application for a health and wellbeing centre on land to the south of Four Elms Road, Edenbridge, Kent TN8 6AD with appropriate car parking and landscaping

6.9.2 **Unit 2 Ramac Retail Park Station Road. 19/02810/ADV**

1 x illuminated front flexi sign. 1 x non illuminated graphics sign. Unit 2 Ramac Retail Park Station Road Edenbridge KENT TN8 6FU. Ref no 19/02810/ADV

6.9.3 **New Barns Farm Greybury Lane Marsh Green 19/02905/FUL**

Demolition of agricultural barn. Erection of single storey dwelling, installation of roof mounted solar PV array and air source heat pump, formation of driveway and two car parking spaces, cycle storage and waste collection area. Landscaping. New Barns Farm Greybury Lane Marsh Green KENT TN8 5QU.

7 **For Information**

7.1 **Site Of Melbourne House Station Road 19/02932/DETAIL**

Details pursuant to condition 9 (Verification report) subject to 18/00233/FUL Site Of Melbourne House Station Road Edenbridge KENT TN8 6HQ

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZH5LHBKFXR00>

7.2 **Marlbridge House, Enterprise way 19/02864/CONVAR**

Variation of condition 5 (Breeam) of 18/02295/FUL for erection a two storey industrial unit, creation of a new parking and turning area, disabled parking space and LGV space with amendment to carry out an energy performance assessment. Marlbridge House Enterprise Way Edenbridge KENT TN8 6HF

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZ2C9EBKMY400>

7.3 **139A High Street 19/02992/PAC**

Prior notification for a change of use from Office B1 (A) use to Dwelling House C3 use. This application is made under Class O The Town and Country Planning (General Permitted Development) (England) Order 2015. 139A High Street Edenbridge KENT TN8 5AX

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZU3XSBK0LO00>

7.4 **4 Orchard Close 19/03044/W5DAY**

Remove major deadwood from Oak tree. 4 Orchard Close Edenbridge KENT TN8 5EU Ref. No:

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q04XIGBK0LO00>

7.5 **Riverside Cottage High Street 19/03061/NMA**

D Amendment to 19/01303/HOUSE. Riverside Cottage High Street Edenbridge KENT TN8 5AX.

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=Q075PYBKH7W00>

7.6 **Riverside Cottage High Street 19/02889/DETAIL**

Details pursuant to condition 7 (Method statement and Tree condition survey) of 19/01303/HOUSE. Riverside Cottage High Street Edenbridge KENT TN8 5AX

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PZ7SD8BK0UL00>

7.7 **139 - 143 High Street 19/02788/LDCPR**

Conversion of first floor offices to 1x (2 bedroom flat) 139 - 143 High Street Edenbridge KENT TN8 5AX

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=PYPDLCBKMC100>

8 **TO ADOPT THE FOLLOWING REPORTS/MINUTES OF MEETING**

8.1 **Grants and Charities Annual Meetings**

8.2 **Extra Ordinary Open Spaces Committee**

8.3 **Planning and Transportation Committee**

8.4 **Finance Committee**

8.5 **Forward Planning Committee**

8.6 **Emergency Planning Committee**  
*minutes to be published*

9 **To Receive County and District Councillor Reports**

9.1 **County Councillor**

9.2 **District Councillors**

10 **To Receive Reports and any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports**

10.1 **Parking Group meeting**

10.2 **Clerk's report**

11 **Other Business including items referred from Committees for decision**

11.1 **Open Spaces Committee: To ratify the following resolution and recommendations**

11.1.1 **To ratify the decision to extend the skilled groundsman contract to 5 days a week until 30 November**

11.1.2 **To approve the recommendation to increase the seasonal skilled groundsman to full-time hours throughout the winter months and thus to increase the grounds staff salary budget**

11.1.3 **To reflect the increase of hours to full-time, to offer a full-time contract to the skilled groundsman with continuous employment backdated**

11.2 **To report an update view on the proposals for the budget 2020/21**

11.3 **Neighbourhood Plan**

In view of the current position of the Local Plan, to consider if the Town Council should be reconsidering its Plan, and allocating funding in the new budget

11.4 **To review and adopt the following updated policies**

11.4.1 **Retention policy**

11.4.2 **Publications Schedule**

### 11.4.3 Complaints procedure

#### 11.5 Remembrance Services

To discuss the role of the Town Council with the future organisation and responsibility including the road closures and risk assessments for the Parade

### 12 Consultations

#### 12.1 Sevenoaks District Council - Statement of Licensing Policy

Closing date 8 December 2019

<https://www.sevenoaks.gov.uk/licensingpolicy>

#### 12.2 Kent County Council - proposal to expand Tunbridge Wells Grammar School

Closing date 6 December 2019

<https://kcccconsultations.inconsult.uk/consult.ti/TWGrammar/consultationHome>

### 13 To Consider Any Press Releases

### 14 To formally receive a complaint against the Council

### 15 To receive nominations for Civic Medallion (nominations will be voted on at another meeting as they need to be supported unanimously by all councillors)

### 16 Date of Next Meeting

Monday 9 December 2019