



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

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 12 July 2021 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
12 August 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

*In view of the confidential nature of agenda items 16 and 17 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.*

<b>1 - To Receive Apologies for Absence</b>	3
<b>2 - Declaration 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 Extraordinary Meeting held on 2. June 2021 (9546-9547)</b>	3
<b>5 - To Receive County and District Councillor Reports</b>	3
5.1 - County Councillors	3
5.2 - District Councillors	3
<b>6 - To Adopt the following Reports / Minutes of Meetings</b>	3
6.1 - Planning and Transportation Committee	3
6.2 - Open Spaces Committee - 14 June (9551-9555)	4
6.3 - Finance and Governance Committee - 24 May (9542-9545)	4
<b>7 - COVID-19 (Coronavirus): update following the Government's announcement of the 4-step plan to come out of Lockdown</b>	4
<b>8 - To receive reports and any recommendations from Working Groups; Delegated Reports; Clerk's and Officer's Reports:</b>	4
8.1 - Clerk's Report	4
8.2 - Buildings Manger's report	4
8.3 - Community Warden's report	4
<b>9 - To Receive Recommendation(s) from Planning and Transportation Committee Meeting (28 June):</b>	4

9.1 - Electric Vehicle Charging Scheme (EVC): to receive the recommendation to submit an application for the KCC VE Charging Scheme	4
9.2 - To submit a CIL bid to the CIL Board for a contribution towards the EVC Scheme	6
<b>10 - Matters Arising from The Minutes for Report and Not Elsewhere on The Agenda</b>	<b>6</b>
10.1 - To receive an update on the Food Bank	6
10.1.1 - To consider funding an electric supply to the proposed shed stores and the expenditure of up to £1,550	6
10.1.2 - To consider providing a meterage allowance per year for the Food Bank	6
10.1.3 - To consider providing a meterage allowance per year for the Food Bank	7
10.1.4 - To approve the expenditure of up to £750 for a legal fees to prepare an Agreement	7
10.2 - To note the Children's Market booking 18 September (and potential date in October) and to consider the frequency for this event at Rickards Hall	7
10.3 - Lloyds Bank – to confirm the arrangements for Lloyds Bank mobile banking	7
10.4 - WI Hall Management Committee – to appoint a second Council representative	7
10.5 - To note, following the recent tender award for the Thursday Charter Market, the Chamber of Commerce has since withdrawn its tender	8
10.5.1 - To ratify the additional legal fees for the Market Licence Agreement, total expenditure £1,430	8
10.6 - To confirm the management and promotion arrangements for the Thursday Market	8
10.7 - To receive an update on the new Medical Centre	8
10.8 - To note the Family Summer Fun Days for 2021	8
10.9 - To ratify the annual grants	9
10.9.1 - Eden Valley Museum* £6,000	9
10.9.2 - HOUSE* £7,500	9
<b>11 - Other Business Including Items Referred from Committees for Decision</b>	<b>9</b>
11.1 - To note, AGE UK Edenbridge Day Centre closure (as of 30 June)*	9
11.2 - To consider an Employee Assistance Programme (councillors also eligible) and the annual expenditure of £600 (for a 3-year agreement)*	9
11.3 - To receive a Health and Safety half-yearly update	10
11.4 - To approve the annual expenditure of £207 for EDGE electronic Asset Register; and training cost of £74	10
11.5 - To resolve delegated powers to Planning and Transportation Committee for July and August	11
<b>12 - Consultations</b>	<b>11</b>
12.1 - Southeast Water – consultation for draft Dry Weather Plan - closing date 2 August 2021	11
12.2 - Boundary Commission for England – proposal for South East – consultation closes 02 August 2021	11
<b>13 - To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies</b>	<b>11</b>
<b>14 - To Consider Any Press Releases</b>	<b>11</b>
<b>15 - Matters for Future Agenda</b>	<b>11</b>
<b>16 - [CONFIDENTIAL] To Receive an Update on Legal Matters</b>	<b>11</b>
<b>17 - [CONFIDENTIAL] The Parish Nurse Retirement</b>	<b>11</b>
<b>18 - Date of Next Meeting – 13 September</b>	<b>11</b>
<b>Annex 1   Clerks Report extract.pdf</b>	<b>12</b>
<b>Annex 2   Microsoft Word - Council Report July 2021.docx</b>	<b>14</b>
<b>Annex 3   Microsoft Word - Warden Report July 2021.docx</b>	<b>16</b>
<b>Annex 4   Family Fun Days leaflet 2021.pdf</b>	<b>17</b>
<b>Annex 5   Microsoft Word - ETC Final Report June 2021.doc</b>	<b>19</b>
<b>Annex 6   WKE Edenbridge Town Council SLA end of year report 2020-21 FINAL.pdf</b>	<b>24</b>
<b>Annex 7   AGE UK Sevenoaks &amp; Tonbridge closure of Edenbridge day centre.pdf</b>	<b>30</b>
<b>Annex 8   Layout 1</b>	<b>31</b>
<b>Annex 9   EDGE training quote - asset reg.pdf</b>	<b>33</b>
<b>Annex 10   EDGE asset module quote financereport.pdf</b>	<b>34</b>

1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**

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

Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To receive, adopt and sign the Minutes of the Council Extraordinary Meeting held on 2. June 2021 (9546-9547)**

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

Following the Kent County Councillor elections on 6 May, Cllr Margot McArthur was elected as the new Councillor for Sevenoaks Rural South including Edenbridge. She now has been appointed Deputy Cabinet Member for Integrated Children's Services. One of her other Committees is also 'Kent Flood Risk'.

5.1 **County Councillors**

5.2 **District Councillors**

6 **To Adopt the following Reports / Minutes of Meetings**

6.1 **Planning and Transportation Committee**

1. Planning and Transportation Committee 26 April (9528-9530)
2. Planning Committee 17 May (9538-9541);
3. Planning Committee - 7 June (9548-9550);

#### 4. Planning and Transportation Committee – 28 June (9556-9559)

##### 6.2 Open Spaces Committee - 14 June (9551-9555)


##### 6.3 Finance and Governance Committee - 24 May (9542-9545)

#### 7 COVID-19 (Coronavirus): update following the Government’s announcement of the 4-step plan to come out of Lockdown


All staff continues to take regular rapid lateral flow tests. Visitors are still not being allowed in to the office, but are being served at the door. This will be maintained for the foreseeable future in view of the rising Covid-19 cases, and the small office reception area. SDC Volunteers Lead meeting in June agreed to continue until the lockdown measures are fully lifted, although calls for volunteer support and prescription collections were very few across the district.

#### 8 To receive reports and any recommendations from Working Groups; Delegated Reports; Clerk's and Officer's Reports:

##### 8.1 Clerk’s Report

 Annex 1: Clerks Report extract.pdf

##### 8.2 Buildings Manger’s report

 Annex 2: Microsoft Word - Council Report July 2021.docx

##### 8.3 Community Warden’s report

 Annex 3: Microsoft Word - Warden Report July 2021.docx

#### 9 To Receive Recommendation(s) from Planning and Transportation Committee Meeting (28 June):

##### 9.1 Electric Vehicle Charging Scheme (EVC): to receive the recommendation to submit an application for the KCC VE Charging Scheme

The following was reported to the Planning and Transportation Committee meeting 28 June:

Cllr Aldridge and the Town Clerk recently attended a (virtual) presentation organised by Rural Kent on KCC EV charging scheme.

##### **Kent Smarter Travel Scheme (KSTS)**

In essence this is a KCC scheme to install electric vehicle chargers across the county using

Town & Parish Council properties as a means to increase the number of charging opportunities beyond the most commercially viable sites.

- Kent Towns and Parishes are invited to apply, nominating parking-areas they own, providing information about users (who we think would use this), and optionally making a contribution toward the scheme (£500-£4000 thus far).
- KSTS use a points scheme to select between these sites. For sites that are selected, the scheme will generally install a dual 7kW charge-point. This is a relatively small charging installation, capable of charging two vehicles at a time, adding approximately 25 miles range per hour of charging. The installation cost-per-site to KSTS averages around £12k.
- A five-year legal agreement is drawn up. It is envisaged this would be renewed if both parties were satisfied with the outcome. If not renewed, presumably equipment would be removed by KSTS, but ducting/cabbling (a large proportion of the install cost) would remain in situ and might be reused by a subsequent installation.
- KSTS is responsible for the installation via their subcontractor.
- KSTS is responsible for ongoing maintenance & insurance of the installed charger.
- The live charger is added to a national charging service (which users sign up to, then can access as part of a countywide network).
- Users are billed 25p/kWh electricity used. (This would equate to 3-4 miles driven)
- Costs include VAT (20%) which is not recoverable, electricity costs (~17p/kWh), charger maintenance (£30/month). Any profit on top of this is split with 30% being returned to the Council for community benefit, and 70% being reinvested into KSTS.
- Any losses are met by KSTS.
- Depending on the installation, electricity may be drawn from an existing building. In this case KSTS would separately refund the Council its electricity costs at the Councils utility rate. If that building had/installed solar panels, the Council could be refunded for electricity that is used as it is generated at the relatively higher utility rate (typically 17p/kWh) rather than the lower feed-in tariff rate (typically under 5p/kWh).

### **Observations:**

This scheme is not going to be a significant money-making exercise for any local Council. The likelihood is many chargers will lose money, at least to start with, and even a heavily used charger would generate only a few thousand pounds a year of income, yielding an annual profit of a few hundred pounds.

However any operating losses will be borne by KSTS, not the local Council.

KSTS have a fixed charge of 25p/kWh which is at the higher end of the price range (e.g. electricity charge 24p/kWh in London).

Some EV charging locations currently provide free electricity. Some residents may thus question why we even bill for use.

EV owners probably know they could pay less via a charger in their drive, and may feel the mark-up over utility rates is unfair etc.

The 7kWh chargers on offer are relatively low-cost and low power. This makes them unsuited to a quick-charge, but useful for a longer charge such as overnight or for a full day of charging - ie a local resident or someone who works close to the carpark.

Location-wise, this is likely to be most useful near where residents do not have off-street parking. Market Yard car-park and the Rec parking are two possibilities. There would be obvious benefits in Spitals Cross and Stangrove Estates too, though I can't think of any suitable ETC land on these. This scheme does appear to offer a simple way to bring an initial public charging capacity into Edenbridge. KSTS takes on the financial risk, provides technical knowledge and implementation, and the five-year agreement period is not onerous. ETC would need to sacrifice several suitable parking spaces (suitable to minimise cable trenches). ETC might also need to take a more active role in managing parking in the carpark; encouraging people not to park in the charging spaces unless they are actively charging, and moving their vehicles when they are charged.

Do members support the recommendation: To submit an application for the KCC VE Charging Scheme and to investigate the viability for Electric Vehicle Charging points at the Council's three car parks: Market Yard Car Park; Recreation Ground car park by the sports Pavilion; and Moswshust

<https://parish.kentsmartertravel.co.uk/x.jsp?ano=86&category=parishGrant>

## 9.2 **To submit a CIL bid to the CIL Board for a contribution towards the EVC Scheme**

# 10 **Matters Arising from The Minutes for Report and Not Elsewhere on The Agenda**

## 10.1 **To receive an update on the Food Bank**

The Food Bank are currently operating on a Tuesday morning out of Rickards Hall; Council resolution January 2021. At the same meeting, Members supported to permit the Food Bank to site a suitable shed to be used for non-perishable food store in the area behind Doggetts Barn (resolution 11.2). The Food Bank has since submitted a planning application for a suitable shed (the application is currently with SDC and was considered by Planning Committee on 28 June). The shed will require an electricity supply for lighting and a small heater for when volunteers are in the shed in the winter months. The electrician whom the Council uses has assessed and provided a quote to run electricity to the shed and to fit a separate metre to allow metre readings to be taken to measure the usage. Members are being asked to consider permitting an electricity supply to be run from the Council offices, to consider appropriate source of funding for this, and who pays for the electricity usage? An Agreement will need to be drawn up between the Council and the Food Bank. There would be a legal cost to oversee and confirm the document - estimated cost £500-750.

### 10.1.1 **To consider funding an electric supply to the proposed shed stores and the expenditure of up to £1,550**

Do Members permit an electricity supply to the Food Bank shed from Doggetts Barn?

### 10.1.2 **To consider providing a meterage allowance per year for the Food Bank**

(Further details see Buildings Manger report, and can be provided at the meeting.)

Do Members support the Town Council to fund this, or does it propose the Food Bank should fund and perhaps apply for a grant from the Council through its annual grants programme?

10.1.3 **To consider providing a meterage allowance per year for the Food Bank**

Do Members want to agree an annual usage amount (£) the Council would cover the electricity costs, or do they want to invoice the Food Bank for all of its usage?

10.1.4 **To approve the expenditure of up to £750 for a legal fees to prepare an Agreement**

Do Members confirm a budget of up to £750 to prepare a Agreement between the Food Bank and the Council for the shed store and electricity?

10.2 **To note the Children's Market booking 18 September (and potential date in October) and to consider the frequency for this event at Rickards Hall**

The Children's Market had to cancel its July booking due to the extension of the lockdown restrictions but hopes to start in September, with a second Market date in October. At the January Council meeting Members agreed on the basis that the event was not-for-profit, to support the proposal and allow the use of Doggetts Courtyard and Rickards Hall, free of charge, for the use of a children's market. However, this should not compromise the opportunity to hire out the facilities. In the initial paper presented by Lennox Cato, he had said a monthly or bimonthly however, the resolution did not refer to frequency.

How do members want to proceed on the frequency of allowing a children's market in Rickards Hall; monthly, bimonthly or quarterly, or other?

10.3 **Lloyds Bank - to confirm the arrangements for Lloyds Bank mobile banking**

The mobile banking returned on Thursday 17 June. They have paid to attend the Thursday Market every two weeks, up to 12 August. They always pay for the full-term in advance (usually 6-months).

Are Members happy to continue with Lloyds Bank Mobile Banking arrangements for Thursdays in Market Yard car park and offer a rolling six-month agreement?

(For information, enquiries have also started to invite a second bank on different day to Lloyds. Very few banks offer mobile banking service.)

10.4 **WI Hall Management Committee - to appoint a second Council representative**

Following the Annual Meeting of the Town Council (May) only one Council representative was appointed to the WI Hall Management Committee; Cllr Angela Read. The Lease requires two representatives from the Council (First schedule 4(3)(i))

To confirm the two representatives members for the WI Hall Management Committee.

10.5 **To note, following the recent tender award for the Thursday Charter Market, the Chamber of Commerce has since withdrawn its tender**

Following the Council's extraordinary meeting on 22 April when the market tender was awarded to the Eden Valley Chamber of Commerce; the Chamber has since withdrawn its tender. A Licence Agreement had been drawn-up in consultation of the Council's solicitor. The negotiations required further legal advice and the cost exceeded the approved fee (£750). The additional expenditure were approved by the Chairman and Town Clerk as per the procurement procedures. Total legal cost was £1,430.00. Whilst this Agreement has not been used, it has been utilised to create the conditions for the pitch hiring Agreement for traders.

10.5 Do Members ratify the additional legal fees for the Market Licence Agreement; the total expenditure was £1,430?

10.5.1 **To ratify the additional legal fees for the Market Licence Agreement, total expenditure £1,430**

10.6 **To confirm the management and promotion arrangements for the Thursday Market**

Following a meeting with Cllrs Todd, Baker, McArthur, Scholey and the Town Clerk it was agreed that the Council should take over the running of the Market for the time being; with this to be reviewed once it has established a few more regular traders. It was felt that it was not the right time to go back out to tender, but to keep this under review. The Council office staff will oversee the weekly market.

Since 24 June there have been three new stalls – bread and cakes stall; cheese stall; and clothing stall. Other stalls include: fruit and veg; plants; greeting cards; and watch repairs and lighters.


Do Members support the proposal that the Town Council will continue to oversee the running of the Thursday Charter Market?

10.7 **To receive an update on the new Medical Centre**

The build project went out to tender 09 May 2021, open for 30 days. There will then be a short list from which it is hoped to select a contractor. The consultation to name the new combined Medical Facility on Four Elms Road had short listed three names for public consultation which closed on 25 June. The Council did assist with publicity for this and also published on the Council's social media.

10.8 **To note the Family Summer Fun Days for 2021**

The Deputy Clerk has been liaising with SDC and the fun days' provider. The summer holiday Family Fun Days are planned to resume after a year absence in 2020. These are four sessions in Stangrove Park delivered by PlayPlace on Thursday afternoons 2-5pm July 29, and August 5, 12 and 19. Sevenoaks District Council is funding the first of the dates this year, and the Council the others (as budgeted).

 Annex 4: Family Fun Days leaflet 2021.pdf


## 10.9 **To ratify the annual grants**

The annual service grants have been budgeted for under Council. Attached are the annual service level agreement reports. (HOUSE had forwarded its SLA report in April to the previous RFO. Payment had been expected in April.)

### 10.9.1 **Eden Valley Museum\* £6,000**

 Annex 5: Microsoft Word - ETC Final Report June 2021.doc

### 10.9.2 **HOUSE\* £7,500**

 Annex 6: WKE Edenbridge Town Council SLA end of year report 2020-21 FINAL.pdf

## 11 **Other Business Including Items Referred from Committees for Decision**

### 11.1 **To note, AGE UK Edenbridge Day Centre closure (as of 30 June)\***

 Annex 7: AGE UK Sevenoaks & Tonbridge closure of Edenbridge day centre.pdf

### 11.2 **To consider an Employee Assistance Programme (councillors also eligible) and the annual expenditure of £600 (for a 3-year agreement)\***

All employers should have an Employee Assistance Programme (EAP) and forms part for the employer's duty of care towards its employees and helps to demonstrate that an employer has done all it can to help and support its employees, especially with mental health. Health Assured are the largest provider of employee assistance programmes supporting over 70,000 businesses and 13 million employees across the UK and Ireland. It provides a whole range of mental health and wellbeing support services to businesses:

- This facility would be a benefit for all staff and councillors.
- Unlimited access to a 24/7, 365 in-house confidential helpline supporting with mental, financial, social and physical wellbeing issues
- Access to structured counselling with BACP accredited counsellors counsellor same day (and face to face visit within a day or two within 10 mile radius); up to 6 session per year per issue i.e. mental health issue 6 session, bereavement 6 sessions etc
- Mobile app providing other advice (see leaflet) including lifestyle improvements, mindfulness and virtual wellbeing workshops
- Bereavement advice
- Stress management
- Round the clock crisis assistance support Legal advice

Employer benefits:

- Part of EAP
- Significantly reduces the average time off to stress/mental health - research shows absence are at 27 days per episode without support
- Reduces workplace stress
- Employment benefit

There has been a number of occasions in the past year employees and possibly councillors could have used this service. *See attached leaflets.* The Council's employee private health care scheme covers only those in the scheme and provides only a counselling advice helpline.

Cost is on a 3-year agreement £50 pcm/or £600 per year for all Council employees and councillors. A one-year membership only would be £62.50 pcm/£750 per year.

I have checked with Ellis Whittam and if they could recommend a comparison provider. The said: *Employee Assistance Programmes are great benefit for employers to offer and work out to be very cost effective given the benefits available. It sounds like the package is very comprehensive and would be a really great benefit particularly given the current situation and increased numbers suffering with mental health, bereavements, family money issues etc. It might also take some pressure away from managers if they can sign post the employee to this benefit, in addition to providing appropriate workplace support.*

Do Members support the Employee Assistance Programme with Health Assured on a 3-year agreement and the annual expenditure of £600?

### 11.3 **To receive a Health and Safety half-yearly update**

: The annual external review last year did not take place due to lockdown restrictions. However, checks continue to take place and there are no items requiring immediate action. The Building Manager has ensured the electrical tests have been completed. The only outstanding item identified for medium term action, was the updating of Doggetts Barn COSHH assessment which was done. The Policy Statement remains – updated copy is displayed on the website . There is also an updated Policy Manual uploaded.

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/06/HS-Policy-Statement-2021.pdf>

### 11.4 **To approve the annual expenditure of £207 for EDGE electronic Asset Register; and training cost of £74**

The EDGE financial package which the Council uses has the facility for an electronic Asset Register. Included in the finance package allows for up to 50 items, however the Council holds significantly more items (approx. 5,000). These are currently recorded using Excel spreadsheets. The advantages of the EDGE Asset register include:

- Storage of all purchase records
- Links in to the finance package and the end-of-year annual return
- Provides a clear record for transparency
- Easier to keep up to date with current purchases

Do members approve the annual expenditure of £207 for EDGE electronic Asset Register (based on a 5-year agreement); and the training cost of £74?

[Annex 8: AdvantEdge-Asset-Manager.pdf](#)

[Annex 9: EDGE training quote - asset reg.pdf](#)

[Annex 10: EDGE asset module quote financereport.pdf](#)

### 11.5 **To resolve delegated powers to Planning and Transportation Committee for July and**

## August

The Terms of Reference already confirms delegated powers from the Town Council for Council business during the month August for the summer period. This is to formally approve and allow for any necessary business late July.

Do Members confirm delegated powers to the Planning and Transportation Committee for July and August?

## 12 Consultations

### 12.1 Southeast Water – consultation for draft Dry Weather Plan - closing date 2 August 2021

<https://corporate.southeastwater.co.uk/dry21>

### 12.2 Boundary Commission for England – proposal for South East – consultation closes 02 August 2021

The recent parliamentary boundary review has suggested two new seats be created, Tonbridge, and Maidstone and Malling with Edenbridge being under Tonbridge. This remains in the constituency of Tom Tugendhat MBE MP.

<https://www.bcereviews.org.uk/node/6488>

## 13 To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies

## 14 To Consider Any Press Releases

## 15 Matters for Future Agenda

*In view of the confidential nature of agenda items 16 and 17 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.*

## 16 [CONFIDENTIAL] To Receive an Update on Legal Matters

*Confidential item omitted from public papers.*

## 17 [CONFIDENTIAL] The Parish Nurse Retirement

*Confidential item omitted from public papers.*

## 18 Date of Next Meeting – 13 September

**Report to full Council and Town Clerk's Report  
July 2021**

**General info/updates**

**Edenbridge Magazine:** The next edition for copy is the September. Copy will need to be finalised for end of July. The annual report (which reports on last year's activities and accounts) is currently being prepared. This will be published on the website.

**The Town Guide:** The Guide was last produced in 2019 and is due to be updated. Lindsey will be looking at this later this year.

**Visit Edenbridge:** New tourism website was launched week 24 May. There were still some tweaks to do, but needed to test the site live. Lindsey has been working on the edits and additional images. The second phase of the project will be to review the walks and look at creating a walks app and reproducing the walks leaflets; work is yet to start on this. The links and Google stats are being transferred from the old site to the new. If you haven't checked out the site, click here <https://www.visitedenbridge.com/>.

**First Aid Training:** A 3-day First Aid at Work course had been booked for 5, 7 and 8 July, at Rickards Hall for office and Groundstaff. The first day went well. Unfortunately, the trainer then had to self-isolate and dates for the further two days are being rescheduled.

**Committees:** An updated list of committee membership and newly appointed Chairmen is published on the website ([here](#)).

**WI Hall bookings:** Following the Council's extraordinary meeting on 2 June, the WI Hall Management Committee is now fully managing the hall bookings.

**CIL Board:** To note, the next CIL Board meeting will be 11 October (following the Planning Committee meeting). A call for bids will be published over the summer period with the closing date Friday 18 September.

**Updates on policy reviews:**

**Communications Policy:** The Council has a communications and engagement strategy ([here](#)) adopted in 2014 which has had some amendments since. The Social Media and electronic communications policy ([here](#)) was last update October 2018. At the Council's July 2020 meeting, it agreed that it would prepare a suitable communications and publicity strategy. Cllrs Aldridge, Damodaran and McGregor were nominated to help prepare a draft strategy. January 2021, social media training was approved and took place 12 April (virtually). Some actions from the training have already been implementing for example use of Facebook, and the Council's website. Due to the current office resources, the policy review has been put on hold, but not forgotten.

**Environmental Policy/Review:** An update on the Council's Environmental and Waste Management was posted on the Council's website in March this year. This summaries what the Council already does and the discussions from the Council meeting in March 2020. The Annual Town Meeting 2021 mentioned that the Council is keen to reduce its carbon footprint; and it already manages over 550

trees in Edenbridge, the Millennium Wood and is introducing wildflower areas. Item 9.1 on the agenda provides an update on Electric Vehicle Charging (EVCs).

**Civic Medallions:** At the September 2020 Council meeting, Members agreed the process for nominations needed to be reviewed. Cllrs Baker, Layland, McArthur, and Todd were nominated to work with the Town Clerk to draft new procedures. This will be presented to Council in due course.

## Agenda

5. **To receive County and District Councillors reports:** Following the Kent County Councillor elections on 6 May, Cllr Margot McArthur was elected as the new councillor for Sevenoaks Rural South including Edenbridge. She now has been appointed Deputy Cabinet Member for Integrated Children's Services. One of her other Committees is also 'Kent Flood Risk'.
6. **TO ADOPT THE FOLLOWING REPORTS/MINUTES OF MEETINGS**
  - 6.1 **Planning and Transportation Committee –26 April (9528-9530); Planning Committee – 17 May (9538-9541); Planning Committee - 7 June (9548-9550); Planning and Transportation Committee –28 June (9556-9559);**
  - 6.2 **Open Spaces Committee - 14 June (9551-9555)**
  - 6.3 **Finance and Governance Committee -24 May (9542-9545)**
7. **COVID-19 (Coronavirus) update:** All staff continues to take regular rapid lateral flow tests. Visitors are still not being allowed in to the office, but are being served at the door. This will be maintained for the foreseeable future in view of the rising Covid-19 cases, and the small office reception area. SDC Volunteers Lead meeting in June agreed to continue until the lockdown measures are fully lifted, although calls for volunteer support and prescription collections were very few across the district.
8. **TO RECEIVE REPORTS AND ANY RECOMMENDATIONS FROM WORKING GROUPS; DELEGATED REPORTS; CLERK'S AND OFFICERS' REPORTS:**
  - 8.1 **Clerk's Report – to receive**
  - 8.2 **Buildings Manger's report – report attached**
  - 8.3 **Community Warden's report**

As lockdown has eased I have started to resume more usual activities. I have been working closely with officers from two forces regarding various anti-social behaviour (ASB) issues.

I have also liaised with the enforcement officer at SDC regarding a recent incident of Fly Tipping in Edenbridge.

I also work closely with the Community Safety department at SDC reporting issues such as nuisance motor bikes and other ASB which can be dangerous and alarm the public.

I continue to endeavour to clean off as much graffiti as I can, including painting over some where appropriate. I have also used the bowser with the help of the ground staff. Graffiti is a persistent problem. Property owners who have been victims of graffiti are slow to report incidents and therefore police resources go elsewhere.

We have resumed litter picking events. The first one was well supported collecting 13 bags from the Leisure Centre, through Stangrove Park, along the bypass and finishing

## **Buildings Report**

Due to my extended absence (for personal reasons) and the impact of the Covid pandemic over the past year, there has been a great deal of difficulty in following the planned maintenance schedules. Consequently, there is a need for restructuring and prioritising of works for this and subsequent years. This report reflects that need and shows what progress has been made so far.

### **Market Yard Public Toilets**

Difficulties with the contractor completing work to the specified standard became apparent towards the end of the project to refurbish the toilet block. After reaching a settlement with the contractor, (which was unfortunate that with the lockdown in March 2020 there still remained unfinished work with the locking system), some additional spending was required before the toilets could be opened for public use. This work has been completed, and additional ventilation has been added to combat problems of condensation caused by wet floors following cleaning.

The toilets are now fully open providing three unisex cubicles and one disabled access cubicle between the hours of 6.00am and 6.00pm seven days a week.

### **10 year Building Planned Maintenance – Year 9 (2020 - 2021)**

- Doggetts Barn: The carpet in the downstairs office has been replaced, and remedial works to deal with damage from previous water ingress have been completed.
- Rickards Hall: The main entrance to the building has had its oak door repaired and reconditioned with the addition of a new lock which allows rapid exit from the building in an emergency even when locked. The heating system for the common areas of the building has been replaced with individual programmable electric radiators, and the existing boiler and hot water radiators have been removed. The floor in the main hall has been refurbished and some localised damage to underfloor joists has been addressed.
- Church House: The main entrance to the building has had its oak door repaired and reconditioned. The hot water radiators previously supplied by the Rickards Hall boiler have been connected to a newly installed boiler (still situated in Rickards Hall kitchen). The redundant humidity control valves have been removed from all radiators which should improve reliability.

All other servicing including gas safety, electrical testing and maintenance have been completed and are up to date.

### **10 year Building Planned Maintenance – Year 10 (2021 - 2022)**

- Doggetts Barn: Some internal decorating is required this year with an estimated cost of £3000, and external repair to one window is estimated at £500.
- Rickards Hall: Further refurbishment to Rickards Hall is scheduled for this year. The hall and common areas will be redecorated after repairs have been completed to make good areas where radiators etc. have been replaced. This has been quoted at £5,500.
- Church House: Some redecoration to common areas is required at an estimated cost of £850.

Sports Pavilion: It is planned to replace several extraction fans for the shower rooms. Quotations for this work are being sought, but it is estimated at £5000.

Cemetery Depot: There is a need to replace the hot water system in the depot, and £1000 has been allocated for this work.

Other works scheduled for this year include NIC-EIC 5 year electrical tests for several buildings as well as the usual annual expenditure on gas certification, lift maintenance, fire and intruder alarm servicing etc.

Due to the disruption from the past 18 months, the works commissioned and expenditure has had an impact on the budgets. Having looked at the 10-year Plan, and the projected spend for the current financial year and balancing with last year's budgeted and adjusted spend, the amounts are expected to be:

10 year maintenance plan			
AS PER ACTUAL BUDGETS			
	Budget	Actual spend	under (credit)/over spend
2020/21	£ 20,000.00	£ 5,770.00	-£ 14,230.00
2021/22	£ 14,105.00	£ 22,805.00 (expected)	£ 8,700.00
Forecasted difference over the 2-years			-£ 5,530.00

The Plans are currently being reviewed for the 2022/23 budgets.

### 30 year Building Planned Maintenance – Year 5(2020 - 2021)

The Sports Pavilion at the recreation ground is due to have all its windows and glass doors replaced this year having been postponed from last year. Due to the frequency of vandalism at this site, it has been proposed that shutters are employed to protect the new windows, and this has been included in the plan. The specification for this work is being created and will be presented to the Council for consideration in the autumn.

Other works scheduled in the 30 year plan for last year and this year are currently being reviewed. A reworked schedule will be produced such that there will be no unplanned financial impact due to possible increased costs for the Sports Pavilion works.

In October 2020 the 30-year was reviewed with the Finance Chairman and Vice-Chairman, the Town Clerk, RFO and myself. For the 2022/23 budget there may need to be some adjustment due to delays in the past 18 months.

Finally, thank you all for your support during what has been a difficult two years. It has been much appreciated.

Martin Leach  
 Property Manager  
 3<sup>rd</sup> September 2019  
[martin@edenbridgetowncouncil.gov.uk](mailto:martin@edenbridgetowncouncil.gov.uk)

**Warden Report July 2021**

As lockdown has eased I have started to resume more usual activities. I have been working closely with officers from two forces regarding various anti-social behaviour issues.

I have also liaised with the enforcement officer at SDC regarding a recent incident of Fly Tipping in Edenbridge.

I also work closely with the Community Safety department at SDC reporting issues such as nuisance motor bikes and other ASB which can be dangerous and alarm the public.

I continue to endeavor to clean off as much graffiti as I can, including painting over some where appropriate. I have also used the bowser with the help of the groundstaff. Graffiti is a persistent problem. Property owners who have been victims of graffiti are slow to report incidents and therefore police resources go elsewhere.

We have resumed litter picking events. The first one was well supported collecting 13 bags from the Leisure Centre, through Stangrove Park, along the bypass and finishing at Waitrose. I have another one planned for Thursday 15 July which will cover the Stangrove Estate and the footpaths which run behind the estate.

A project which started back in the beginning of 2020, prior to lockdown, to facilitate a scheme for retired men to meet, has started again with preliminary talks with a couple of volunteers to help steer this. A poster is being designed to appeal to the target audience to gauge the appetite for such a group and to find a suitable venue.

### Other fun events this summer

- Many Town and Parish Councils are running their own activities. Please contact your Town or Parish Council to find out what is happening in your area
- Kent County Council also runs activities for children, young people and their families. For details about activities for under fives, contact the Children's Centres on 03000 413333 and for activities for ages eight and above, contact Swanley Youth Hub on 03000 421545
- For more information on West Kent Housing Youth Team, visit [www.westkent.org/youth](http://www.westkent.org/youth)

### Other Town and Parish Council events:

**Edenbridge Thursday afternoons 2pm to 5pm**  
5th, 12th, and 19th August, in Stangrove Park.

**Westerham Thursday mornings 10am-1pm**  
29 July and 5 & 12 August King Georges  
Playing Field

Please see our website before you travel for any changes whether weather or COVID-19 guidelines. All our events are Covid-19 compliant.

If you have any questions or would like more information

Call us on:  
**01732 227000**

Email us at:  
[communities@sevenoaks.gov.uk](mailto:communities@sevenoaks.gov.uk)

Visit our website:  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

 [sdc\\_newsdesk](#)  
 [Sevenoaks District Council Official](#)

*We will be taking photos and filming at these events. If you do not want to be photographed, please tell a member of staff on the day. Photos may be used in Council publications, local press, on the internet or shared with our funding partners.*



**This publication is available in large print and can be explained in other languages by calling 01732 227000**

**FREE**

# Family Fun Days 2021



## Free Family Fun Days

Family Fun Days are organised and funded by Sevenoaks District Council and are run by Play Place with help from Town and Parish Councils.



## Schedule

**Monday 26 Jul** 10am to 2pm

**Seal** - Seal Recreation Ground, High Street, Seal, TN15 0AF

**Tuesday 27 July** 10am to 2pm

**Swanley** - Swanley Park, New Barn Road, Swanley BR8 7PW

**Wednesday 28 July** 10am to 2pm

**Dunton Green** - Dunton Green Recreation Ground, London Road TN13 2UR

**Thursday 29 July** 2pm to 5pm

**Edenbridge** - Stangrove Park, off Station Road, TN8 5LU

**Friday 30 July** 10am to 2pm

**Eynsford** - Anthony Roper Primary School, High Street, Eynsford DA4 0AA

West Kent Extra are attending most events with footdarts and making popcorn.

KCC Youth Team will also be attending a number of events.

**Monday 2 August** 10am to 2pm

**West Kingsdown** - Gamecock Meadow, London Road, West Kingsdown TN15 6BZ

**Tuesday 3 August** 10am to 2pm

**New Ash Green** - The Minnis, Centre Road New Ash Green DA3 8HH

**Wednesday 4 August** 10am to 2pm

**Knockholt** - Knockholt Recreation Ground, Main Road, Knockholt TN14 7LD

**Thursday 5 August** 10am to 2pm

**Hextable** - Hextable Gardens, Heritage Centre, College Road, Hextable BR8 7LT

**Friday 6 August** 10.30am to 2pm

**Chevening** - Chipstead Recreation Ground, Chevening, TN13 2SA

**Monday 9 August** 10am to 2pm

**Four Elms** - Four Elms school (Recreation ground), Bough Beech Road, TN8 6NE

**Tuesday 10 August** 10am to 2pm

**Hartley** - Woodland Avenue Recreation Ground, Woodland Avenue, Hartley DA3 7DB

**Wednesday 11 August** 10am to 2pm

**Halstead** - Halstead Recreation Ground, Station Road, Halstead TN14 7HG

**Thursday 12 August** 10am to 2pm

**Crockenhill** - Harvestfield, Harvest Way BR8 8LH

**Friday 13 August** 2pm to 5pm

**Leigh** - The Green, Leigh, TN11 8QR

**Monday 16 August** 10am to 1pm

**Fawkham** - Fawkham Village Hall, Valley Road, Fawkham, DA3 8NA

**Tuesday 17 August** 10am to 2pm

**Sevenoaks** - Greatness Recreation Ground, Mill Lane, Sevenoaks, TN14 5BX

**Wednesday 18 August** 10am to 2pm

**Horton Kirby & South Darenth** - Heathside Recreation Ground, South Darenth, DA4 9AZ

**Thurs 19 August** 10am to 1pm

**Westerham** - King Georges Playing Field, Westerham, TN16 1BN

**Friday 20 August** 2pm to 5pm

**Chiddingstone** - Sports Field, Chiddingstone Causeway TN11 8JN

## Every day is a Family Fun Day!

Parents and carers - The Play Place Team will be on hand to set up games, crafts and fun things for you and your children to play with. Enjoy the day together with your children - bring a picnic and stay for the whole event. (Some locations will be providing refreshments).

Remember, please bring suitable clothing for the activity and the weather, as well as sun cream and plenty of water.



Registered Charity No 1065466 President: Mr Alan Smith

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Email: [curator@evmt.org.uk](mailto:curator@evmt.org.uk)  
Website: [www.evmt.org.uk](http://www.evmt.org.uk)

EDENBRIDGE TOWN COUNCIL  
SERVICE LEVEL AGREEMENT  
FINAL REPORT  
Friday, 04 June 2021

**Achievements during 2020-21**

The period from the interim report (3<sup>rd</sup> September) is the most challenging to accurately report on Museum activity for. From the 5<sup>th</sup> November through to 2<sup>nd</sup> December 2020 the second national lockdown occurred, followed by regional lockdowns at levels 3 and 4 in December and the third national lockdown from 3<sup>rd</sup> January to 17<sup>th</sup> May, all of which prevented the Museum opening to the public. In addition, while opening indoor venues was possible from 17<sup>th</sup> May, due to the small size of the location and need to retrain the volunteer workforce it was decided to postpone opening until the first normal opening day after the scheduled lifting of all restrictions on Wednesday 23<sup>rd</sup> June. As such, of the last 39 weeks the Museum has only been allowed to open for 10, and has chosen to remain closed for 2 of these for the reasons stated above.

Nevertheless, while the location itself has been closed for the bulk of the period the Staff and Volunteers have been incredibly busy with online resources and preparing changes to the Museum itself.

The Museum was open in September and October, seeing 82 adults and 1 child visit in September 2020 (compared to 199 & 23 in September 2019) and 246 adults, 41 children in October (compared to 238 & 32 in October 2019). While the numbers were significantly lower in September than the previous year (understandable since we had just come out of a lockdown and social anxieties resulted in a significant drop in visitors to attractions across the country) the fact that we improved on the previous years figures in October is largely due to the success of the Bonfire Society exhibition.

The Exhibition itself was a particular success not only due to the visitor figures it garnered, but as a community event allowing members of the public to remember past Bonfire celebrations in a year that the event itself could not take place. It also highlighted the town to the wider Kent community, with interviews and reports taking place for both BBC and ITV regional news programmes.

The Museum has prepared two new exhibits for opening 2021. The first of these explores the Archaeological evidence for Roman occupation of Edenbridge (a significant portion of which highlights new finds and discoveries); the second will be to celebrate the 901<sup>st</sup> Birthday of the parish church delayed from 2020.

### **Online activities**

The Museum has been particularly busy on social media and the web, continuing to improve our offerings and beginning to host live streamed talks. A highlight of that activity is bulleted in brief below.

- November 2020: in the runup to the December talk a series of posts looking at the history of ‘Annie’s’ place – the Queens Arms in Cowden Pound, with an update on the latest happenings with this institution of the local area
- 5<sup>th</sup> December 2020: Live streamed talk on the History of pub signs on Twitch – a successful and fascinating talk which drew an audience of 37
- October-March: Histories from the High Street: a series of posts on social media looking at the history of particular locations and buildings in Edenbridge Highstreet from the Medieval records through to the present day accompanied by historic and period photos
- September – March: A continued series of photo posts on social media touring the historic images of the villages surrounding Edenbridge.
- 31<sup>st</sup> March 2021: Baking During the World Wars, a talk hosted on Zoom via Eventbrite.
- A new section of the website has been put up providing a selection of activities for children with a link to historic Edenbridge and exhibits within the Museum
- One particular children’s activity is linked to the Wheels of Time E-badge scheme. The museum is part of the Wheels of Time scheme, which awards badges to children who attend a Museum and this new enterprise is an extension, asking participants to visit Museum websites and complete an activity to be awarded a digital badge
- Our Object of the Month page, detailing the historic context of one item from the Museum collection has also continued on the website, accruing a positive response

### **Changes in the Museum**

The Museum has also spent the time during lockdowns productively by making changes in house to improve the service offered to visitors:

- A new permanent oral history exhibit has been arranged in the Buttery for both entertainment and to improve inclusivity for the visually impaired. Based on a 1940s rotary telephone, visitors are able to pick it up and dial to hear recordings from our collection. This new exhibit, set up as part of a SEMDP grant and in collaboration with the British Library will enhance the experience in the Museum and is sure to prove popular with children due to its interactivity
- Two Cabinets previously housed in the shop area have been moved to the Courtyard bedroom Gallery and erected with new lighting. This has mainly done to open the window area they previously blocked however the move has the added benefit of creating a cohesive display area for the permanent World War exhibits they house. This is particularly beneficial due to their consistent appreciation by audiences.
- The aforementioned window, now opened, will be a major benefit to high street attraction and the Museum’s High street presence and will be used for display of Museum shop stock
- The Museum shop itself has been renovated with new displays and a major investment in stock, it is the hope of the Museum that this will draw in trade and visitors while offering a new High street gift shopping option for the local populace

*Supported by: Edenbridge Bonfire Society, Edenbridge Town Council,  
Great Stone Bridge Trust, Warren Meadows Trust, Tesco, Capel Charitable Trust, Waitrose*

- The Bolebroke cup acquired in the 2020 Museum appeal is now housed in the box room gallery and has become a focal point for a display reviewing the town’s long association with the stock trade.
- The 2021 appeal focussed on Algie the ‘Monkey from Macks’ – A well known curio from the towns past, it sat for many years in the Macks greengrocers opposite the Museum on the top of a pole, creating fond memories in many of the long standing populous who frequented the shop from the ‘60s to late ‘80s. Sadly time had taken its toll, and the toy was in need of preservation. A successful online appeal raise over £250 toward the preservation costs and the now healthier looking monkey is in place as the central exhibit of our Highstreet Bedroom toy display.
- The lower hall stairwell, which houses our main information board, has been upgraded to allow the Museum to better display free leaflets on local walks as well as our own advertising. This is particularly useful during our Saturday and Sunday openings when the Council office is unavailable for tourist information services.

### Statistics

- While visitor activity is limited this year, as already mentioned the Museum was able to attract a larger visitor figure in October 2020 than the corresponding month of 2019
- Applications to our Research service are up on the previous year from 25 in 2019 to 27 in 2020
- The most significant changes (as expected during a lockdown year) have been in visitors to our various online resources. In addition to the lockdown, our focus on digital activity over the last year has greatly increased across the board. Two tables representing our current online activities for the 2020 and 2019 financial years are shown below.

2019	Website (unique visitors)	Facebook page views	Facebook likes (running total)	Twitter followers (running total)	Instagram Followers	Google views via search or map	Google requests telephone / directions
Apr	676	44	288	463	NA	3,490	96
May	729	43	238	462	NA	4,063	15
Jun	591	92	264	461	NA		25
Jul	528	127	279	465	NA	0	0
Aug	581	125	300	467	NA	5,047	81
Sep	566	70	307	465	NA	4,676	18
Oct	587	75	309	466	NA	8,280	89
Nov	0	93	318	472	NA	6,860	55
Dec	0	99	324	473	NA	6,523	43
Jan	993	146	349	477	NA	7,840	24
Feb	1,536	93	355	477	NA	10,618	19
Mar	2,061	184	392	477	57	7,038	18

*Supported by: Edenbridge Bonfire Society, Edenbridge Town Council,  
Great Stone Bridge Trust, Warren Meadows Trust, Tesco, Capel Charitable Trust, Waitrose*

2020	Website Number of visits	Facebook page views	Facebook likes (running total)	Twitter followers (running total)	Instagram Followers	Google views total searches	Google requests telephone / directions
Apr	1,902	229	430	479	69	4,085	5
May	2,908	387	531	486	77	27,208	23
Jun	2,269	300	576	492	84	21,079	30
Jul	2,167	225	607	500	96	19,700	43
Aug	1,877	285	633	503	105	21,200	22
Sep	2,313	272	643	513	112	17,032	34
Oct	884	215	663	514	113	21,143	14
Nov	768	225	706	523	119	29.3k	22
Dec	1,131	187	801	527	128	27.8k	17
Jan	685	507	808	527	139	30.86k	19
Feb	607	352	832	528	143	31.2k	27
Mar	1,152	215	849	529	155	30.5k	38

**Key**  
 Lockdown

## Looking Forward

After an amazingly difficult year for everyone the Museum is looking forward to returning to normality and re-engaging with the town and visitors from further afield. As such we already have a number of exciting activities and events coming up in June and a continuing schedule of activities as we slowly return to normality.

- 19<sup>th</sup> June: The Museum will open for two hours during the morning, working in collaboration with Edenbridge Historical Society to give a first look at our two new exhibitions, and a renovated shop and all other changes we have made over the last few months. This will drive inclusivity and engagement with locals by combining with a Museum volunteer drive.
- 23<sup>rd</sup> June: first opening to the general public with the new shop and exhibitions
- 26<sup>th</sup> June: A Museum social event will be taking place from 5pm – 9pm in Rickards hall, the courtyard and the Museum itself. We invite members of the public and Museum membership to attend the ticketed event which will consist of alfresco drinks and hors d'oeuvres in Rickards and the courtyard (included in ticket price), guided tours of the Museum followed by a talk relating to the new archaeological event in Rickards. Despite their theoretically being no limitations on social events by this time the Museum will be maintaining social distancing rules and limiting the tickets to 40 (half of Rickards capacity). Along with all future talks, this will

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also be available as a live stream from Rickards on the evening in order to allow those unable to make the event to attend.

- At least one more exhibition on the local history of Bee Keeping and two further talks held both in person and via live stream will be taking place throughout 2021, with the talks being planned to take place around September and December, further lockdowns permitting.
- The Museum is also planning to continue its engagement with the community online and via social media during the coming year, with new weekly posts in planning on transportation images from our collection as the next in line to be published.



Martin Frost  
House Manager  
Eden Valley Museum Trust

*Supported by: Edenbridge Bonfire Society, Edenbridge Town Council,  
Great Stone Bridge Trust, Warren Meadows Trust, Tesco, Capel Charitable Trust, Waitrose*



Places to live. Space to grow.

## House Project at the Eden Centre: Final report for 2020/21

### 1. Background

Edenbridge Town Council has contributed towards the costs of the HOUSE Project at the Eden Centre since it opened in 2013. Since April 2017 a Service Level Agreement (SLA) has been in place between Edenbridge Town Council and West Kent Extra. This final report (for the period from 1 April 2020 to 31 March 2021) gives an update on progress against the following agreed annual objectives and activities for 2020/21:

- To deliver the HOUSE Project at the Eden Centre in accordance with the funding proposal.
- To manage and support staff to deliver a professional service.
- To evaluate health outcomes in accordance with the funding proposal
- To secure all match funding required to run the project.
- To work in partnership with West Kent Extra staff delivering Kent County Council's Youth Services contract.

We also report on actual performance against the following objectives:

- Deliver 144 HOUSE sessions at the Eden Centre.
- Support young people to deliver a monthly youth forum and set up new projects to address unmet needs.

### 2. Objectives/activities

This section reports on progress against each of the objectives and planned activities.

#### **To deliver the HOUSE Project at the Eden Centre in accordance with the funding proposal**

Due to the Covid-19 outbreak and lockdown, we stopped delivering face-to-face HOUSE sessions in March 2020. Following consultation with young people, we started to deliver online sessions from 31 March for all the young people that attend our youth sessions. We used Facebook, e-mail, and telephone to stay in touch with the young people, even if they didn't join in with the sessions.

Consultation with young people showed that they wanted a wider range of sessions for HOUSE participants during the lockdown. We decided to offer a flexible service by merging various youth services and allowing all young people to attend the sessions that interested them.

Since April we have offered the following online sessions:

- Catch up chat sessions, aiming to stay up to date on the lives of the young people and how they are doing.
- Fitness sessions, helping the young people stay active while they've been restricted to their households.

- Learning sessions, teaching the young people new skills, such as sign language.
- Fun sessions, ensuring the young people still have a fun outlet, where they can play games with their friends.
- Cooking sessions, teaching the young people to cook healthy food for the entire family. We ran a programme for young people where we delivered the ingredients to families and then they cooked a meal with a professional chef.
- Study/homework help, aiming to support young people who were struggling with their school work (because of radically reduced contact with their teachers).
- We also started to run a mental health session with West Kent Mind.
- Online guitar lessons.

An example of a typical weekly online programme (for week commencing 18 May 2020) is attached (Appendix 1).

For children and young people who were struggling or feeling overwhelmed as a result of Covid-19, we also provided a one-to-one chat service.

From July onwards, as restrictions started to reduce, we began to implement detached sessions in Edenbridge, introducing a socially distanced face to face approach. We engaged with HOUSE participants who hadn't attended our online sessions, ensuring they were staying safe and well.

We started delivering indoor sessions again in September (until the second lockdown). In September we delivered HOUSE sessions twice a week from Templar Court Community Room (on the Spitals Cross Estate). We also moved delivery of Boxercise sessions from Stangrove Park to Rickards Hall (with kind support from Edenbridge Town Council).

### **To manage and support staff to deliver a professional service**

The project has been be overseen by Richard Dowling (Youth Services Manager) and Amy Nichols (Lead Youth Worker). Richard and Amy joined our team in early 2020 and have a wealth of experience in youth services. A local team of youth workers (including Cheryl Banks, Youth Worker in Charge) help them to deliver the HOUSE project sessions. Amy left West Kent at the End of September. Following a recruitment exercise, we employed Ben Reynolds as the new Lead youth Worker.

Staff keep up to date with essential training on safeguarding, first aid, health and safety, equality and diversity, sexual health, smoking cessation and mental health. All staff attend monthly supervision meetings with their manager.

### **To evaluate health outcomes in accordance with the funding proposal**

Our evaluation shows that the HOUSE project continues to support participants to:

- Have increased understanding of the risks of drugs, alcohol and smoking, leading to reductions in use.
- Have increased understanding of sexual health issues/relationships, leading to reductions in sexually transmitted infections and teenage pregnancies.
- Have increased resilience and self-confidence and be able to make more informed choices leading to healthier lifestyles.
- Be more engaged in targeted positive activities, resulting in healthier lifestyles.

There have been 2,007 engagements from young people engaging with our online service, with 989 living in Edenbridge and 665 engagements through detached work.

Analysis of a large survey of HOUSE participants (in November 2019) showed that, after attending HOUSE regularly, 91% of young people felt more positive about their future, 82% knew more about drugs/alcohol and 73% felt they had made better health choices.

We have included some case studies below to show how your funding has helped our staff to intervene early to support young people to address issues they are facing and provide the support they need.

#### **Case study 1**

Sam is 13 years old and has been a HOUSE member since he was 11. He has had a troubled childhood because of his family circumstances. His mum has a long history of drug abuse and criminal behaviour. Following intervention from social services, Sam moved to live with his dad. He found it hard to engage with other children at school and often got very angry. The Staff at the HOUSE project started to work with Sam as soon as he joined the project, giving him one to one support, as well as extra help during group sessions.

When he joined the project, Sam had low self-esteem, couldn't make eye contact with staff and found it difficult to engage with other young people. As a result of our support, he developed his confidence.

We supported Sam to build his relationship with his mum. (She was also supported by substance misuse services to stop using Class A drugs and to turn her life around.) Sam moved back in with his mum and now visits his dad at weekends. He now enjoys school, has made many friends at HOUSE and has joined a local sports club. He still has one-to-one support at HOUSE when he feels he need it. Sam has nothing but praise for staff at the HOUSE project: "I don't know what would have happened to me if the HOUSE staff had not been here to help me. House is my safe space and my second home."

#### **Case Study 2**

Emily is 14 years old and started to come to HOUSE when she was 11 years old. Her parents moved to Edenbridge from a high-crime area so that they could have a better life here for their daughter and themselves. Emily found it hard to make new friends. When she started to come to house, we had a buddy system

in place, which helps young people to make new friends. Her buddy at the club introduced Emily to a network of local young people, which helped to tackle the social isolation she experienced when she first came to Edenbridge.

Emily likes to use the recording studio at HOUSE and writes her own lyrics. Through her lyric writing Emily developed the confidence to talk about being bullied at school. Our staff supported her to address the bullying issue. We also put some counselling in place to address mental health issues.

Over the last three years, Emily has grown in confidence. She loves coming to HOUSE to meet her friends and now plays an active role in the project. Emily said: "HOUSE is a big part of my life. If you need advice and support as a young person in Edenbridge, it's a great place to go."

*During the Covid-19 pandemic both Sam and Emily have benefited from social media, online sessions and regular communication with our youth team.*

*NB: Both case study names have been changed.*

**To secure all match funding required to run the project**

We have secured match funding from West Kent Housing Association, Whitehead Monckton Charitable Foundation, Gatwick Airport Community Foundation, Sevenoaks District Council, Green Family Fund, Kent County Council and the Great Stone Bridge Trust to deliver the project for 2020/21.

**To work in partnership with West Kent Extra staff delivering Kent County Council's Youth Services contract**

Youth workers at HOUSE continue to work in partnership with their West Kent colleagues delivering the Sevenoaks-wide KCC youth service.

Our Edenbridge HOUSE staff worked alongside other youth workers to produce a pocket guide for young people in the Sevenoaks District.

We have sent regular email updates to partners on developments within HOUSE and other youth projects during the Covid-19 pandemic.

**To deliver 144 HOUSE sessions at the Eden Centre**

We delivered 640 sessions between 1 April and 31<sup>st</sup> March, significantly exceeding our target of 144 sessions.

Activity	Number of sessions
Online Zoom activities	536
HOUSE Face-to-Face sessions	24
Boxercise at Stangrove Park and Rickards Hall	21
Detached Edenbridge sessions	59
<b>Total sessions</b>	<b>640</b>

These sessions were delivered jointly with youth workers from other West Kent services.

**Support young people to deliver a monthly youth forum and set up new projects to address unmet needs**

Following a recruitment campaign, eight members of a new youth forum met on 2 March 2020. They identified needs for an anti-bullying campaign linked to schools and a trip to a theme park for young people from families on low incomes. We plan to work with local partners to address these and future needs identified by the youth forum. It has been difficult for the youth forum to meet formally during the Covid-19 pandemic, but we have found other ways of informally consulting young people.

Young people attending the HOUSE project helped to develop the new Zoom service with us. We ran a trial service for two weeks and asked for feedback on each session and suggestions for new activities. The young people came up with some great suggestions for online sessions and our staff have responded flexibly.

We have adapted our approach to participation because of Covid-19. Having temporarily moved most service delivery online, we now ask for reflection/feedback at the end of each online Zoom sessions. We have also spent more time getting individual feedback from young people about the programme and how it needs to be changed. This gives all young people an opportunity to have their say about the programme and make suggestions for new activities through telephone conversations with staff. They have made some great new suggestions for service delivery. As a result, we have added boxing exercise sessions to our online programme.

It may be some time before the youth forum will be able to meet at the Eden Centre, because of social distancing requirements. Meanwhile, we will continue to get regular feedback at the end of sessions.

**3. Looking forward to 2021/22**










This has been a very challenging period for the HOUSE Project. We are very grateful for the support of officers and members at Edenbridge Town Council. We thank you for your contribution of £7,500 for financial year 2020/21.

We look forward to continuing to deliver this key local service for young people in 2021/22.

Kevin O'Reilly  
Fundraising Coordinator  
01732 749412 07840 377816  
kevin.oreilly@westkentextra.org

**Weekly online programme example**

West Kent online **zoom** youth sessions

	Monday 18/05/2020	Tuesday 19/05/2020	Wednesday 20/05/2020	Thursday 21/05/2020	Friday 22/05/2020
10am	<b>Keep fit</b> with Cheryl & Amy 	<b>Drawing</b> with Amy & Ross 	<b>Craft</b> with Richard & Ben 	<b>Game zone</b> with Ross & Tom 	<b>Keep fit</b> with Cheryl & Tom 
2pm	<b>Craft</b> with Ross & Richard 	<b>Cook</b> with Cheryl & Tom 	<b>Keep fit</b> with Cheryl 	<b>Sewing Class</b> with Elaine, Richard & Cheryl 	<b>Sign language</b> with Ben & Richard 
6.30pm	<b>Find it?</b> with Ben & Tom 	<b>Food Quiz</b> with Tom & Ben 	<b>Roblox</b> with Ross & Tom 	<b>Cook</b> with Cheryl & Ben 	<b>West Kent Youth Got Talent</b> 





27<sup>th</sup> May 2021

Dear Client,

In view of our current KCC grant funding arrangement ceasing on 30<sup>th</sup> June 2021, it is with regret that the Trustees of Age UK Sevenoaks and Tonbridge announce the closure of the Townlock Day Centre and Edenbridge Day Centre.

Arrangements are in hand for Hollybush Day Centre at Sevenoaks to be offered as an alternative service for those who wish to attend and we will be contacting all those affected. Additional sessional activities are being arranged for the Bradford Street Centre at Tonbridge and for Edenbridge at The Eden Centre.

In addition to the day centre closures, the transport fleet is being reduced to two vehicles and the Advocacy Service will be closed as from 30<sup>th</sup> June 2021. Staff redundancies will be taking place.

The Trustees apologise for upset and inconvenience caused by these actions, but have no alternative to the closures as the Charity would have faced severe financial implications.

Yours sincerely

A handwritten signature in black ink, appearing to read "Barry Vanns".

Barry Vanns  
Chairman

**Age UK Sevenoaks & Tonbridge**

The Old Meeting House  
St John's Road  
Sevenoaks

t 01732 454108

f 01732 450791

e [office@ageuksevenoaksandtonbridge.org.uk](mailto:office@ageuksevenoaksandtonbridge.org.uk)

w [www.ageuksevenoaksandtonbridge.org.uk](http://www.ageuksevenoaksandtonbridge.org.uk)





# AdvantEDGE

AdvantEDGE Asset Manager enables efficient management of your assets including street lights, bins, trees, seats, shelters, boards, bollards and barriers, office equipment, land, buildings, vehicles & plant.



## Main features provided

- Record details of items of furniture including location, grid reference, inspections and general notes
- Record extra details for lights including lamp type and column type
- Record details of fixed and portable office equipment including licences
- Record details of land, vehicles and plant assets
- Links with **AdvantEDGE Playgrounds** equipment assets
- Fault logging, management and reporting to enable a more efficient provision of service
- Inspections can be planned, managed and reported in order to proactively identify issues
- Forward planning of lamp and gear replacement enables more efficient use of council resources
- Fault reports can be directly emailed
- Linked to Google maps
- Mail merge and document production facility
- Links to **AdvantEDGE Finance** module to update the asset register

## Optional Extras (separately chargeable)

- RFID tagging facility available with hand held reader

## AdvantEDGE Finance

- Free license to Asset Manager for the first fifty assets for all **AdvantEDGE Finance** customers



EDGE IT Systems Limited, Enterprise House, Courtaulds Way, Coventry, CV6 5NX, UK  
Telephone: 024 7666 7337 Fax: 024 7666 7657 Email: info@edgeITsystems.com

[www.advantedge-solutions.co.uk](http://www.advantedge-solutions.co.uk)

# AdvantEDGE

**Online Hosting (Cloud Computing)** means that the software and data are held on a remote server in the cloud. **This enables access from any Windows, Apple and Android device with an internet connection.** You are always running the latest version of the software and EDGE automatically backs up your data daily at no extra cost. Also, you can optionally retrieve and store a local copy by FTP download. **Support** is included in the prices quoted.

**No Capital Expenditure.** Payment for the use of **AdvantEDGE** is via a leased term contract (Monthly, 1, 3 or 5 years). The pricing is for one concurrent, trained user (i.e. more than one person can use the system, but only one at a time). Additional concurrent users are charged from £108 per annum and are able to use all AvantEDGE modules subscribed to. There is no maximum number of users.

We can offer onsite or telephone training by the hour which is particularly useful for getting you started, for new members of staff and refresher training.

The software **pricing** is banded by use (e.g. total income, number of allotments etc.) and full details are available upon request.

Price for the optional web portals and Apps is an additional 20% of the annual fee.

## The AdvantEDGE range

MODULE	*Prices starting from (per annum)
Admin+ (Agendas & Minutes)	£138.00
Allotments	£138.00
Asset Manager	£138.00
Epitaph (Cemeteries)	£153.00
Facilities Bookings	£195.00
Finance	£120.00
Planning	£138.00
Playgrounds	£138.00
Service Manager (Jobs & Timesheets)	£138.00

Monthly contracts are available, starting from £20 per month  
 \*Prices correct as of January 2018, excluding VAT

## Online Hosting



Cloud Computing



Secure Software and Data Centre



Personal Computers



Tablets



Smartphones



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T: 024 7666 7337 | F: 024 7666 7657  
E: admin@edgelTsystems.com  
www.edgelTsystems.com

TO C. Leet, Town Clerk  
Edenbridge Town Council  
Doggetts Barn  
72A High Street  
Edenbridge  
Kent  
TN8 5AR

Quote Date: 23/06/21

Quote No: Q16890A

# QUOTE

## AdvantEDGE - Training

- Remote online training, onsite is not available at present

Details	Qty	Unit Price	Net Amount
<b>TRAINING</b>			
AdvantEDGE online training - Asset Manager (1 hour)	1	£74.00	£74.00

Net Total £74.00

VAT Total £14.80

Quote Total **£88.80**

I the undersigned accept this quotation:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
- Extra terms and conditions for AdvantEDGE and Epiaph apply if these products are quoted.

Please print, sign, scan/ email or fax the order.

Reg. UK 08045131  
VAT No. GB 156 1374 14



EDGE IT Systems Limited

Enterprise House | Courtaulds Way | Coventry | CV6 5NX

T: 024 7666 7337 | F: 024 7666 7657

E: admin@edgelTsystems.com

www.edgelTsystems.com

**TO** C. Leet, Town Clerk  
Edenbridge Town Council  
Doggetts Barn  
72A High Street  
Edenbridge  
Kent  
TN8 5AR

**Quote Date:** 23/06/21

**Quote No:** Q16889A

## QUOTE

### AdvantEDGE - Additional Module

- 1 concurrent user
- Charge would be pro-rata'd to current contract dates

Details	Qty	Unit Price	Net Amount
<b>HOSTED SERVICES (per annum)</b>			
AdvantEDGE Asset Manager, Band 3, upto 1000 items pa, 5 Year Contract, annual fee	1	£230.00	£230.00
10% discount for additional module	1	-£23.00	-£23.00

Net Total £207.00

VAT Total £41.40

Quote Total **£248.40**

I the undersigned accept this quotation:

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

#### TERMS

- Prices quoted are valid for 1 month from quote date except 3rd party goods which are valid for 7 days.
- EDGE IT Systems Ltd. terms and conditions of sale apply & copies are available on request.
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