



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

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## 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.*

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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