



# Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 13 Sep 2021 | Full Agenda (Excludes Confidential Items) | v:1

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 13 September 2021 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
8 September 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

In memory of Cllr John Scholey, there will be a minute's silence.

## Agenda

*In view of the confidential nature of agenda items 10.2, 10.2.1, 10.2.2 and 15 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 N the Minutes of The Council Extraordinary Meeting Held on 26 July (9568-9570)**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/09/21-07-26-Council-minutes.pdf>

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

5.1 **County Councillors**

5.2 **District Councillors**

6 **To Adopt the Following Reports/minutes of Meetings**

6.1 **Planning and Transportation Committee**

26 July (9571-9572); Planning Committee

16 August (9577-9582); Planning Committee and Transportation

6 September (9583- 9585)

[https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-28/?mc\\_id=602](https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-28/?mc_id=602)

[https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-23/?mc\\_id=603](https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-23/?mc_id=603)

[https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-24/?mc\\_id=605](https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-24/?mc_id=605)

## 6.2 **Open Spaces Committee – 26 July (9573-9576)**

[https://www.edenbridgetowncouncil.gov.uk/mc-events/open-spaces-committee-25/?mc\\_id=636](https://www.edenbridgetowncouncil.gov.uk/mc-events/open-spaces-committee-25/?mc_id=636)


## 6.3 **Finance and Governance Committee – 26 July (9568-9570)**

[https://www.edenbridgetowncouncil.gov.uk/mc-events/finance-committee-153/?mc\\_id=634](https://www.edenbridgetowncouncil.gov.uk/mc-events/finance-committee-153/?mc_id=634)

## 7 **Covid-19 (coronavirus) Update**

## 8 **To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports**

### 8.1 **Clerk's Report**

 Annex 1: 21 09 Clerks report.pdf

#### 8.1.1 **To note: Ellis Whittam Health and Safety/Risk Assessment annual review visit**

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

### 9.1 **To receive the recommendation from the Planning Committee (with delegated authority for August) for the nomination of a Civic Medallion; and to ratify the award to Cllr John Scholey which was unanimously voted**

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

#### 9.2.1 **To note: Planning Permission Granted for the Food Bank shed for non-perishable foods to be sited at the area rear of Doggetts Barn (21/01797/FUL)**

<https://pa.sevenoaks.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=QUC9LNBKFW400>

### 9.3 **To ratify the annual grants to**

#### 9.3.1 **Eden Valley Museum £6,500** (resolution July £6k, to ratify the further £500)

9.4 **Edenbridge Community Christmas Association (ECCA)**

9.4.1 **To approve use of the Council's TN8 events licence for the annual Christmas Lights event in the high street on Saturday 27 November**

9.4.2 **To consider a grant for the Edenbridge Community Christmas Association (ECCA) for its main event**

9.4.3 **To receive a request for providing storage for the ECCA equipment**

9.5 **To consider joining the Rural/Market Towns Group and the annual membership expenditure of £130**  
following a free trial which expires end of September

9.6 **To receive an update on the Thursday Market**

9.7 **To note: The Children's first market will take place on Saturday 18 September**

10 **Other Business Including Items Referred from Committees for Decision**

10.1 **Covid-19 compliance activities and awareness funding (via SDC)**  
To note a grant has been awarded of £4,328; and to ratify the expenditure of up to £4,328 on Covid-19 guidance measures, signage and communication measures to aid public awareness (as outlined in application for funding)

*In view of the confidential nature of agenda items 10.2, 10.2.1, 10.2.2 and 15 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.*

10.2 **[CONFIDENTIAL] WI Hall Management Committee**  
*Confidential item omitted from public papers.*

10.2.1 **[CONFIDENTIAL] To note: outstanding invoice MIS/7502020/21 for £982.46 + VAT**  
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10.2.2 **[CONFIDENTIAL] 2 To receive correspondence from WI Hall Management Committee\*\***  
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10.4 **Rickards Hall – to consider the expenditure for replacement curtains**

10.5 **Rickards Hall - to review the cleaning arrangements and to consider reinstating some contract cleaning**

 Annex 2: Rickards Hall Cleaning Specification.pdf

10.6 **Churchyard wall – to receive an update**

10.7 **SDC annual Liaison Meeting – Monday 12 October – to put forward any agenda items**

10.8 **Remembrance Sunday 14 November**

10.9 **Queens Platinum Jubilee (2 -5 June 2022)**

What might the Council like to do to acknowledge this event and celebrations

10.10 **Chairman’s Reception**

To consider if to hold an event in December or summer 2022

10.11 **To confirm the Council Office Christmas arrangements**


## 11 **Consultations**

11.1 **To note: Edenbridge Housing Needs Survey**

Opens 6 September – closing date 29 September (survey by post all households)

11.2 **KCC Booking to visit a Kent Household Waste Recycling Centre**

Closing date 30 September

 <https://letstalk.kent.gov.uk/wasteconsultation>

11.3 **KCC Community Mental Health and Wellbeing Services**

Closing date 3 October 2021

<https://letstalk.kent.gov.uk/mentalhealthconsultation>

11.4 **KCC Civil Society Strategy**

Closing date 3 October 2021

<https://letstalk.kent.gov.uk/civil-society-strategy>

11.5 **KCC Budget Consultation 2022-23**

Closing date 19 September 2021

<https://letstalk.kent.gov.uk/budget-consultation-2022-23>

12 **To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies**

13 **To Consider Any Press Releases**

14 **Matters for Future Agendas**

15 **[CONFIDENTIAL] Church Cottage**

*Confidential item omitted from public papers.*

16 **Date of Next Meeting**

18 October 2021

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

**General info/updates**

**Buildings update:**

- **Rickards Hall:** Redecoration of the Hall has taken place. The entrance area and toilets are due to be repainted and the flooring done. Replacement curtains had not been part of the budget, but will need replacing (agenda item 10.4).
- **Church House:** Outside rendering needs redoing and is on the programme of works.

**Business rates relief on public toilets:** The Non-Domestic Rating (Public Lavatories) Act 2021 received Royal Assent on 29 April. This gives 100% relief from business rates for stand-alone public toilets and is available to whoever operates the toilets and whether or not a charge is made for admission. The relief is backdated to 1 April 2020 and billing authorities should have put in place arrangements to award the relief.

The Town Council has not yet received any information on this from the district council. I have written to ask when Council can expect to receive this and to confirm the amount.

**Care for our Community thank you event – Friday 1 October:** SDC has organised a thank you reception for all the volunteers and others who helped. I have emailed the SDC invitation to all volunteers and Cllr Baker has also sent out notification. The office staff and the councillors involved who were at the initial meetings and volunteered are also attending.

**Casual Vacancy:** There is a new councillor vacancy. This will be posted and advertised shortly. (SDC has been informed.)

**CIL Board:** To note, the next CIL Board meeting will be 11 October (following the Planning Committee meeting). A call for bids has been published over the summer period (click [here](#)) with the closing date Monday 27 September 2021. There have been social media posts and was included in the Edenbridge Magazine.

**Civic Medallion award to Julie Barry (Parish Nurse):** Julie was delighted to have been awarded a Civic Medallion (Council July meeting); and has thanked everyone for this accolade in recognition of her work with residents in Edenbridge. A presentation ceremony will take place within the next few weeks.

**Council's IT file storage system and to move to cloud based storage solutions:** At the January meeting, Members considered the advantages of the upgraded cloud-storage solutions, and noted that current server was over 5-years and no-longer under warranty. However, Members had concerns that the expenditure had not been budgeted. At the Forward Planning Steering Group meeting on 4 October, PS Tech will present to members a comparison looking at the current IT storage facilities and a more versatile cloud-based option available to the Council for file storage.

**Covid-19 resident's shopping:** To provide an update on the outstanding invoices for residents shopping. The majority of invoices have been paid, but there are still three elderly residents who have not paid; approximately £700 outstanding (as accounted in 2020/21). Office resources have been

stretched, but efforts are being made to recover this money. An update will be given to the Finance Committee. As a reminder, at the beginning of the pandemic, it became apparent that the Council had to take on responsibility to provide shopping and 'payment facilities' in the interim on for vulnerable residents who were unable to access cash. At the regular Covid-19 emergency meetings, it was agreed that up to £1k may be used for unexpected shopping/resident support, but that residents would be expected to reimburse the council once the restrictions were lifted.

**Edenbridge Magazine:** The next edition for the Council's newsletter is the January/February edition. Copy will need to be finalised for November/December. For the November/December edition, an advert promoting the Market will be included.

**Electric Vehicle Charging Scheme (EVC):** at the July meeting, Members agreed to put forward its three car parks to be considered for the scheme: Market Yard Car Park, the Recreation Ground car park by the sports pavilion, and Mowshurst car park. An application has been submitted. KCC Transport innovations department has since been in touch. Cllr Aldridge and I met with engineers to view the sites and consider the viability of each location on 9 September. The feedback when received will be reported to Council or Planning and Transportation Committee.

**Go-Coach:** Debbie has been in touch with Go-Coach to ask whether the Edenbridge Bus Service could be extended to include stops at Four Elms and Marsh Green. They are going to look at the viability, but to remind everyone that they are still operating their bus taxi service, call Go-Coach on 01732 469800 and book a bus to pick you up at your nearest bus stop at an agreed time.

**Parish Nurse:** Julie retired on 31 August and the Parish Nursing Project in Edenbridge has also come to an end. Since its inception in 2010, there have been excellent working relationships with many local statutory and voluntary agencies. Several facets of the project have been taken up by other groups: The Food Bank is now managed by a local team under the Trussell Trust. The future of the furniture bank remains to be confirmed. Mental Health Support groups are hoping to continue. Reachout run by Mental Health Resource now meets weekly. The Creative Minds and Wellbeing groups continue to run by West Kent Mind. The West Kent mums support programme 'Mums Matter'. Bridges Centre has just started a new venture as a Place of Welcome every Friday from 2-4 pm.

These and other details for support and help, are published on the Council's website, under 'what we do & contact' or click, [here](#).

**Personnel Committee:** The next meeting will be Friday 15 October, 10 am.

**Policy reviews:** The July Clerk's report provided updates on policies – Communications; Environmental; and Civic Medallions. Due to the current office resources, full policy reviews have been put on hold, but not forgotten. Some work has started with some initiatives implemented. The current policies still serve the Council.

**Public Toilets:** Unfortunately, due to the vandalism to the locks on the doors earlier in the summer the toilets have had to remain locked, (and due to a parts supply issue). It is hoped that the toilets will be reopened within the coming weeks. A toilet has been made available on market days. The CCTV in the car park does have vision of the toilets and SDC CCTV team has been working with the police on recent incidents at the toilets.

**Recreation Ground – antisocial behaviour:** There has been a number of residents contacting the council regarding horses on the field, model aircraft, motorbikes and general ASB behaviour. The

Community Warden has contacted the local PCSO/ police to request a meeting. The bylaws are being reviewed and new signage is being arranged for all open space sites. The Open Spaces Committee will be asked to review the defences and consider restriction bollard/barrier from the water meadows end.

**Recreation Ground playground refurbishment:** The tendering opened on 23 August and will close on Monday 18 October, 5.00 pm. It has been published on Contract Finder (click [here](#)). A number of contractors have visited the site to view. The working group will review the tenders and make a recommendation to the Open Spaces Committee in due course. It is hope that works and installation will commence early spring 2022.

**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.

**Training update:** The following training has been arranged for officers:

Cemeteries EDGE – Lorraine

Cemetery Legal Compliance (SLCC) – Lorraine (Caroline may attend)

VAT update (Mulberry&Co) – Caroline and Lorraine

Charities and Trustees (Mulberry&Co) – Caroline, Lorraine, Cllr Lloyd

Budgeting basics (SLCC) -Lorraine

**The Twinning Association:** 2023 will be the 50<sup>th</sup> anniversary of the Edenbridge twinning with Mont St Aignan. There have been many gifts exchanged over the years. The Chair of the Twinning has sorted through these and there are a small number of items that have been given Town Council to provide a home for. There is little display facility at the office, but will keep available at the office in storage.

**Twining Association – Sundial:** The sundial was gifted to Edenbridge, and was initially sited at the old care home. During the new building works it was relocated on Great Stone Bridge Trust (GSBT) land near the river; (agreed July 2018 by GSTB and Council.). However, due to some vandalism the GSBT has asked the Council to consider potential alternative location. This will be reported via Open Spaces Committee to consider

**Water Meadows:** The GSBT has approached the Council to consider taking over the management of the water meadows and which they would pay for the service. Having discussed the viability with the Head Groundsman I have, in principle, agreed the Town Council could undertake the management of the water meadows subject to an agreement and formal ratification of the various management responsibilities and any costs which this work would entail. This will be costed and presented to the GSBT. A report will be made to Open Spaces Committee.

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## Agenda

- 7. COVID-19 (Coronavirus): update** – Following the July meeting, the office was affected by a Covid-19 case and isolation. Although the Government has lifted Covid-19 restrictions, with rising cases and the duty of care to staff and councillors, some measures safety remain: all staff continue to take regular rapid lateral flow tests; visitors are still not allowed in to the office, but are being served at the door; for council meetings councillors continue with lateral flow testing before attending; PPE measures i.e. hand gel, to be used. The office has implemented a rota for some home-working, this helping to ensure a person can be in the office should there be another isolation incident.

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

**8.1 Clerk's Report – to receive**

- 8.1.1 To note: Ellis Whittam Health and Safety/Risk Assessment annual review visit:** The annual visit has been arranged for Monday 4 October. Due to Covid-19, last year's visit did not take place. A report of the outcomes will be presented to a future Council meeting. EW provides software on its portal to allow all documentation uploaded which provides a central and portable storage, as well as reducing the use of paper records. I have arranged training on this for staff, booked for 18 October. EW also provides a personnel portal to record all attendance, holiday records and personnel records. I have started the process to set this up; training is on 13 September. Both software packages are already included in the annual fee.

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

**9.1 To receive the recommendation from the Planning Committee (with delegated authority for August) for the nomination of a Civic Medallion; and to ratify the award to Cllr John Scholey which was unanimously voted**

The Planning Committee had delegated powers over the summer period (July Council meeting and as per Terms of Reference) and had received a proposal for a Civic Medallion. The Town Clerk circulated the voting invite to Members; Cllr Scholey was unanimously voted for a Civic Medallion.

Cllr Scholey was told about the award before his passing. He had a letter penned on his behalf to Members. It said: *I am honoured beyond belief to accept this award of the Civic Medallion. I have tried to serve this community to the best of my ability during my 20 years as a councillor, but I never expected this honour.* He went on to request that the award be presented to his wife on his behalf and recognising the work she has done in the background to support him and the wider community.

Arrangements will be made to present the Medallion in due course.

**9.2 To receive an update on the Food Bank**

**To note: Planning Permission Granted for the Food Bank shed for non-perishable foods to be sited at the area rear of Doggetts Barn (21/01797/FUL):** Planning permission for the shed was granted 11 August. The Food Bank has advised that it has the necessary fund to proceed. The builder is expected to lay the concrete base week 5 October and the shed erected at the end of October/ early November. The electrician has also been primed. They have been advised about access issues to the area.

At the July meeting, Members did not support the costs for a legal Agreement to be drawn-up for the shed stores and electricity supply and preferred a detailed letter be prepared, or for the Food Bank to cover any legal costs.

An Agreement will need to include: clarifying the Food Bank is responsible for the shed and its maintenance; insurance; what happens to the shed should the Food Bank move or acquire other storage facilities etc. The Town Council should issue the Agreement. I have not yet had an opportunity to prepare this.

**9.3 To ratify the annual grants to:**

**9.3.1 Eden Valley Museum £6,500 (resolution July £6k, to ratify the further £500)**

The Council budgeted £6,500 grant to the Museum which was confirmed to the museum by Daphne earlier this year. The July agenda incorrectly used the previous grant amount. £6,500 has been paid the museum.

**Do Members ratify the correct grant award of £6,500?**

**9.4 Edenbridge Community Christmas Association (ECCA)**

**9.4.1. To approve use of the Council's TN8 events licence for the annual Christmas Lights event**

**Do Members approve use of the TN8 events licence for the ECCA for the annual Christmas Lights event on Saturday 27 November?**

**9.4.2. To consider a grant for the Edenbridge Community Christmas Association (ECCA) for its main event in the high street on Saturday 27 November:** The ECCA's annual Christmas Light event will be on Saturday 27 November. At the July Council meeting, the Chairman of the ECCA spoke to Members about the plans for 2021. He said that the past year had been difficult for fundraising, and he asked if the Town Council would be able to provide a grant. The Council's annual Grants Committee meeting is on 29 November. The grants budget for 2021/22 is £7,880.

**Do Members want to consider awarding a grant prior to the Grants Committee meeting?**

**9.4.3. To receive a request for providing storage for the ECCA equipment**

The Chairman of the ECCA also mentioned that over the years it had acquired a lot of equipment on behalf of the community and asked the Council for help with storage. The Council does not have any free storage facilities. Mowshurst barn has no security. The area behind Doggetts Barn already houses an existing small shed used currently for a Hall Hirer's storage, and will soon include the new Food Bank storage shed.

**How do Members want to proceed?**

**9.5 To consider joining the Rural/Market Towns Group and the annual membership expenditure of £130 (following a free trial which expires end of September)**

The January Council meeting, Members considered if there was any value in joining the Rural/Market Town Group. It was noted the district council is a member. It was agreed to pilot with the free trial offer (expires at the end of September 2021). Membership for local councils with a population up to 10,000, £130 p.a. plus VAT.

**Do members consider there value in becoming a full member, and the annual membership expenditure of £130?**

**9.6 To receive an update on the Thursday Market**

The Thursday Market currently has six regular traders including a cheese stall, and bread and cakes which joined June. Lorraine (RFO) and I recently attended a seminar run by the National Association of British Market Authorities (NAMBA). Cllrs Baker and Aldridge have met with Lorraine and I to discuss future potential and plans for markets and will include a proposal for the Forward Planning Steering Group to consider at its October meeting.

**9.7 To note: The Children's first market will take place on Saturday 18 September**

Earlier this year Lennox Cato presented a proposal to Council for a Children's Market, which Members supported. Events prior to the summer had to be cancelled. The first event is now planned for this month, Saturday 18 September in Rickards Hall and courtyard, 10 am – 12 noon.

**10. OTHER BUSINESS including items referred from Committees for decision**

**10.1 Covid-19 compliance activities and awareness funding (via SDC): To note a grant has been awarded of £4,328; and to ratify the expenditure of up to £4,328 on Covid-19 guidance measures, signage and communication measures to aid public awareness (as outlined in application for funding):** Last month, SDC wrote to advise it had been awarded a grant for ongoing Covid-19 Compliance and enforcement activities which would help to deliver measures to aid public and business awareness and understanding of regulations guidance. Some of this had been extended to town and parish councils if they wanted to use it to support activities in its areas. My initial proposal to SDC included:

- Improve and replace the Covid-19 signage at the 15 locations which the council manages. For example:
  - Signs to replace the current 2 m social distancing. These could read something like, Respect Covid-19 Guidelines whilst in this area
  - Pick up your litter (this is to keep areas hygienic)

Signs would be an assortment of sizes

- Replace some dog waste bins with dual usage bins to support improving hygiene. These would have Covid sign on or nearby
- High street signage – new bollard covers (replace current social distancing ones) – in a different colour maybe purple, saying something like ‘Welcome Back. Respect Covid-19 Guidelines’
- Potentially improve hand sanitiser stations including at the public toilets
- Consider creating a leaflet with useful contacts and links for staying safe from Covid-19. This could be distributed to local shops or could be incorporate as an additional page or leaflet within the new town guide which has a much wider circulation

SDC confirmed these would all meet the criteria and awarded a grant of £4.328 to fund the type of things put in the proposal (and any other that would meet the criteria). I accepted the funding, and the grant has been paid to the Council.

In addition to this, a reminder SDC had funding under the Welcome Fund (reported to Council previously and at the July meeting). The Welcome Fund will be providing Edenbridge with three new picnic benches which will be sited at: 2 x picnic benches at Stangrove Park; 1 x picnic bench at Blossoms Park. There is a small surplus in the fund of £100 for Edenbridge to utilise.

**Do Members support the above activities and resolve for the Town Clerk to organise the necessary new signage and activities to support Covid-19 compliance, and the expenditure of up to £4,328?**

**10.2 WI Hall Management Committee**

**10.2.1 To note: outstanding invoice MIS/7502020/21 for £982.46 + VAT:** A letter has been issued to the WI Hall to request payment for this outstanding invoice.

**10.2.2 To receive correspondence from WI Hall Management Committee:**

**Emails (confidential papers):** WI Hall Management Committee - 23 August 2021; 02 September; 03 September  
Town Clerk: 28 July; 20 August; 31 August; 03 September

The resolution at the March Council meeting was ‘to uphold the decisions not to reduce any of the WI Hall invoices for 2020/21 administration services’. At the extraordinary meeting in June when Members received correspondence, it was noted that the Council’s Standing Orders

requires a minimum of 10 councillors to vote for a special motion to reconsider the situation within six-months of an earlier decision. Members voted 'not to consider a special motion for its decision in March'. It was also noted that it had considered a reduction to the invoice on three occasions. At that meeting it was also resolved to terminate the administration service supplied by the Council for the WI Hall booking services and payroll.

However, it is now six-months from the last time the invoice was considered. Having written in July and August to request payment, the WI Hall Management Committee has responded, still disputing the invoice.

**How do Members want to proceed?**

**10.3 To consider the expenditure of up to £706.50 for an iPad for the Head Groundsman to digitalise the Risk Assessments and Health and Safety reporting and utilise the new portal:** In view of moving away from paper documentation and using the EW portal for Health and Safety assessments the groundstaff would require the means to do this. Craig has also said that digitalising the assessments would be simpler and quicker. It would also provide the Head Groundsman with computer access for storing his communications rather than relying on a free computer in the office. For wi-fi access he could tether from the mobile phone or come in to the office. PSTech (the Council's IT contractor) has quoted to provide an iPad and to set-up with appropriate access to council files and the EW portal.

**Do Members approve the expenditure of £706.50 plus vat.**

**10.4 Rickards Hall – to consider the expenditure for replacement curtains:** A quote has been sought for making new curtains and ready-mades have also been looked at. The later would be standard fits and not sit as well as ready-mades. To consider a budget using the contingency budget £10,200. A verbal report on estimate quotes will be reported at the meeting.

**Do Members support the need for replacement curtains and to set a budget/expenditure allowance for Rickards Hall replacement curtains?**

**10.5 Rickards Hall – to review the cleaning arrangements and to consider reinstating some contract cleaning:** With the loss of the weekday preschool at end of 2019, and the pandemic 2020/21 the contract cleaning services were cancelled and Mary who cleans the public toilets had Rickards Hall included to her job role 3 x weekly to do a basic clean. Historically, the Hall has been cleaned 6 x weekly. This allowed the toilets cleaned and restocked, kitchen full clean and the Hall to be consistently to a high standard for hirers. (A copy of the cleaning schedule is attached.) Now that bookings are increasing, the cleaning requirements and demands have increased. (There was a recent infestation due to food having been left from hirer and not picked up in the general overview cleans.) When the public toilets are open fully, Mary would not have the capacity to clean more frequently. Below is a summary of the past four years (including current year) of costs and expenditure, and a quote to reinstate the contractor cleaner.

My recommendation would be to maintain Mary's 3xweek general clean but to introduce a monthly clean to include polish floor and kitchen deep clean. When weekend bookings increase or when there are events bookings, to introduce a weekly contractor clean. Frequency of the contractor weekly cleans to be kept under review.

Rickards Hall				
			<i>Exp. inc rates, utilities, insurance, pest, materials etc</i>	
			(does not inc staff costs) of which,	
	Total income	Total Expenditure	Total cleaning costs	Comments
2018/19	£ 11,675.72	£ 12,287.67	£ 9,219.17	Preschool - 5 days pw
2019/20	£ 11,636.68	£ 10,878.34	£ 5,965.24	Preschool - 5 days pw - ended
2020/21	£ 981.90	£ 3,494.64	£ 120.00	Covid-19 pandemic
2021/22	£ 2,221.78	£ 2,219.62		reopened hall fully July
Running costs V income profit/loss				
2018/19	-£ 611.95			
2019/20	£ 758.34			
2020/21	-£ 2,512.74			<i>During the pandemic, cancel contract cleaning</i>
2021/22	£ 2.16			<i>and moved to Mary (who does the public toilets)</i>
Quote contractor to clean Rickards Annual cost				
4xwkly	£ 128.00	£ 6,656.00		
6Xwkly	£ 180.00	£ 9,360.00		
1xwkly	£ 50.00	£ 600.00		<i>est weekly cost</i>
1xmonthly	£ 98.00	£ 1,176.00		<i>inc window clean &amp; floor &amp; kitchen deep clean/degrease oven)</i>
add ons	£ 150.00			<i>Buffer floor price - add on price - can take upto 4hrs</i>

**Do Members support reintroduction of the contract cleaning services for Rickards Hall, starting with a monthly clean and introducing a weekly clean subject to the bookings activities; and to keep under review? And, the potential annual expenditure of £2,100. (1 x monthly clean; 1 x weekly clean, and twice yearly floor buffer.)**

#### 10.6 Churchyard wall – to receive an update

The repointing and rebuild of part of the Churchyard wall at Market Yard Car has been delayed due to the pandemic. The faculty from the Diocese is out of time as of August this year; however, they are aware of the current issues. The Party Wall Notice to Church Cottage will also need to be issued prior to the works (expenditure £2k approved January 2020). The planning permission was confirmed in 2019. Quotes do need to be revisited, and will be re-presented next year. This work is weather sensitive, and it would be hoped to aim for this work to be carried out in summer 2022.

#### 10.7 SDC annual Liaison Meeting – Monday 12 October – to put forward any agenda items:

The following agenda items have already been put forward:

- Feedback from last year's meeting – thank you to SDC re: CIL new guidance notes and training sessions provided. CCTV help with MYCP issues; recycling pods moved from Mowshurst car park
- High street pavement cleaning
- Planning White paper
- Partnership working: currently the town field; waste/gardening bag sales; ETC agency for SDC playground inspections
- Estates projects for Edenbridge, if any?
- Emergency Planning update (staff changes at SDC and its role in emergency situations)
- Toile tax refund

**Do Members have any other items for the agenda?**

**10.8 Remembrance Sunday 14 November:** To note this year's date. The Church will be organising the service and the RBL the procession. A meeting has been arranged to discuss the event and future arrangements for the event – a verbal update will be given at the meeting.

**10.9 Queens Platinum Jubilee (2 -5 June 2022): What might the Council like to do to acknowledge this event and celebrations:** The Queen will be the first monarch in British history to celebrate a Platinum Jubilee. There will be a national four day holiday weekend. The Jubilee plans (click [here](#) for link to the Royal Family website include Trooping the Colour, on Thursday June 2. Over the weekend the Queen will attend Epsom Derby horse race and a music concert will take place at Buckingham Palace. Beacons will be lit across the UK and on the final day of the Jubilee weekend, Britons will be encouraged to have street parties 'the Big Jubilee Lunch' to celebrate the occasion. The festivities will conclude with a pageant at Buckingham Palace. There is an [official guide](#) for 'how to be involved' should the Council want to consider. Click here for the guide, and [here](#) for Local Government Association update

The Woodland Trust is promoting a tree planting campaign across the UK to mark the Queen's Platinum Jubilee next year, under the title of the Queen's Green Canopy (QGC). This has already been considered by Open Spaces Committee (June 2021). It agreed to designate the Council's replanting programme as contributing to the QGC.

Several organisations are offering purchase of memorabilia. For the Golden Jubilee in 2002, the Town Council purchased a bulk stock of celebration mugs, and provided the local primary school children each with a mug.

**How do members want to proceed?**

**Do Members want to take part in the beacon lighting on 2 June 2020?**

**10.10 Chairman's Reception: To consider if to hold an event in December 2021 or summer 2022:** In the past the Chairman has held an annual reception.

**Is this something that the Chairman/Council would like to continue? And if so, when would the Chairman like to consider a Chairman's Reception?**

**10.11 To confirm the Council Office Christmas arrangements:** The Council office has always closed for the week of Christmas. Propose to close the office from Friday 24 December to 3 January inclusive (statutory days 24 and 28 December, and the option for annual leave days on 29, 30 and 31 December). Office would reopen Tuesday 4 January. The staff Christmas lunch date is yet to be confirmed, but the office will close for a half-day on that date.

**Do Members confirm the Christmas Office arrangement?**

**11. CONSULTATIONS**

**11.1 To note: Edenbridge Housing Needs Survey – opens 6 September – closing date 29 September (survey by post all households)**

**11.2 KCC [Booking to visit a Kent Household Waste Recycling Centre](#) – closing date 30 September**

**11.3 KCC [Community Mental Health and Wellbeing Services](#) - closing date 3 October 2021**

11.4 KCC [Civil Society Strategy](#) – closing date 3 October 2021

11.5 KCC [Budget Consultation 2022-23](#) – closing date 19 September 2021

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

13. TO CONSIDER ANY PRESS RELEASES

14. MATTERS FOR FUTURE AGENDAS

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

15. CHURCH COTTAGE\*\* – TEMPORARY ACCESS VIA MARKET YARD CAR PARK DISPUTE

Correspondence attached – confidential papers.

**How do Members want to respond?**

**DATE OF NEXT MEETING – 18 October 2021**

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**Summary of resident's correspondence/emails/visits for noting, (these are other than general requests for information) – *copies were forwarded to councillors at the time they were received:***

September: none

August: Playground tender

July: Antisocial behaviour NOMADS Football Club

Removal of recycling pods at Mowshurst car park - resident complaint

## Rickards Hall – Cleaning specification

### Main Hall/Entrance and corridor

#### **Daily**

Sweep/vacuum and wash hall floor, neutral cleaner  
Dust/damp-wipe sills, skirtings, and ledges to 1.8m height  
Clean/sanitise all touch points (door handles, light switches, heater switches etc.)  
Clean glass doors internally  
Check and record fire extinguishers present and correct

#### **Weekly**

Overhead dusting/high level dusting (cobwebs?), and vacuum the large floor-duster

#### **Monthly**

Clean windows internally

#### **School Holiday periods** (few bookings) Christmas, Easter, Summer

Deep clean table tops, and chairs

### Kitchen

#### **Daily**

Empty rubbish bin, replace liner, remove to refuse collection point; disinfect top/lid of bin  
Check and record fridge temperature  
Wipe clean oven, internal and external  
Wipe clean dishwasher and fridge, internal and external, including internal door seal edges  
Wipe clean hot water boiler  
Wipe clean wall tiles, sills and ledges with germicidal cleaner  
Clean sinks, taps, and drainer with hard surface cleaner  
Clean/sanitise all touch points (door/drawer handles, light switches, heater switches etc.)  
Work surfaces and exterior of cupboards - wipe clean with germicidal cleaner  
Clean door glass internally  
Sweep and wash floor with neutral cleaner

#### **Weekly**

Overhead dusting (cobwebs?)  
Clean cupboards and drawers internally as necessary

#### **Quarterly**

Deep clean oven and dishwasher

### Toilets

#### **Daily**

Empty rubbish bins, replace liner, remove to refuse collection point; disinfect top/lid of bin (Sanitary bins are serviced separately)  
Clean and sanitise toilet bowls, urinals, seats, back panels, and connecting pipework  
Clean hand basins and taps with germicidal cleaner  
Wipe clean skirtings, sills and ledges with germicidal cleaner  
Clean/sanitise all touch points (door handles, light switches, heater switches etc.)  
Clean and polish mirrors  
Check consumables – soap, hand towels, toilet tissue, santiser – replenish as required.  
Sweep and wash floors with neutral cleaner

#### **Weekly**

Overhead dusting (cobwebs?)  
*For cleaning materials and consumables - contact the ETC office to re-stock before run out*