



To Councillors: J Aldridge, A Baker (*Vice-Chair*), S Compton, A Damodaran, M Gemmell Smith, 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 4 July 2022 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
29 June 2022

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

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

Agenda

In view of the confidential nature of the agenda item 16 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 Extraordinary Council Meeting Held on 23 May 2022**

 Full Council | 23 May 2022 v.1 | Minutes (Pages 9731 to 9731)

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


5.1 **County Councillors**


5.2 **District Councillors**

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

6.1 **Planning Committee**

 Planning and Transport | 16 May 2022 v.1 | Minutes (Pages 9728 to 9730)

 Planning and Transport | 06 Jun 2022 v.1 | Minutes (Pages 9735 to 9737)

 Planning and Transport | 27 Jun 2022 v.1 | Minutes (Pages 9744 to 9747)

6.2 **Finance Committee**

6.3 **Open Spaces Committee**

Open Spaces | 13 Jun 2022 v.2 | Minutes (Pages 9738 to 9743)

7 **To Receive Recommendations from Finance and Governance Committee Meeting on 13 June**

7.1 **To approve and adopt the amendments to the Standing Orders (items 5.1, 18f/g and 19e)**

NALC has updated its Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and the recently reissued Legal Topic Note (LTN) 87, which contains the current procurement threshold figures. It has also simplified the model standing order and taken out references to the European Union.

The NALC model Standing Orders was updated April 2022; the Town Council had based its in 2020 update. Having checked there are no differences apart from Standing Order 18.

There are also some other minor recommendations:

5.1 Annual Meeting of the Town Council – some other good practice procedural housekeeping has been suggested (these were included on the agenda for the Council’s Annual meeting in May).

19 Handling staff matters – typo correction in item ‘e’.

Do Members confirm and adopt the amendments to the Standing Orders (items 5.1, 18 and 19)?

Confidential Annex 1 (omitted from public documents): 7.1 Amendments to Standing Orders.pdf

8 **To Approve the Council’s Insurance**

Three quotes for the renewal have been requested based on the existing levels of cover, and to provide some playground cover. Zurich, Gallaghers (were Came and Company, use Hiscock’s) and James Hallam (were Royal Sun Alliance RSA, now use Aviva as RSA no longer insure councils). Zurich would not quote as there is an outstanding claim (The Depot breakin).

At the time of preparing the Council papers we were waiting for the full quotes from the other two. It is hoped to have these for the meeting.

The full detailed policy will be presented to the Finance Committee at its meeting on 18 July. The renewal date is 20 July. Hallam’s will continue to cover the Council until a decision is confirmed.

Important information affecting the new premium

2021/22 insurance premium was £11,702.64.

James Hallam, our current broker, has advised predictions throughout the industry of at least 35% increases, if not more. This would bring Council costs in the region of £15,800. Hallam's has said this would be a best-case scenario.

Insurance industry has seen a large rise in cover partly due to Brexit, which has reduced the number of insurers splitting the risk combined with reduced exposure limits, has impacted on the supply of available insurance contracts, and as a result premiums have increased. In addition, inflation to the aftermath of the pandemic has an impact, as well as the cost of settling claims has risen, and there is an issue with availability and cost of materials.

The higher insurance premium will have an impact on the budget, causing an overspend in the budget codes. This could not have been predicted at the time of setting the Council's budget. (Current policy is on the website here.)

- 8.1 **To Approve the Revised Insurance Cost from £12,500 to Up to £17,000**
(Council May meeting confirmed the current cover and annual expenditure of £12,500 est.)

Do Members approve the revised insurance expenditure from £12,500 to potentially £17,000? If not, what cover do they want to compromise on?

- 8.2 **To Approve the Insurance Provider and Policy for 2022-23 and Consider a New 3-Year Term Agreement**

Do Members approve the recommended insurer? (To be presented at meeting)

Do Members want to commit to a new 3-year agreement?

Do Members approve the Finance Committee to finalise the insurance renewal details?

NB: Should the renewal details be vastly different to the anticipated cost (above), an extraordinary Council meeting would be required.

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

- 9.1 **Clerk's report**

 Annex 2: 9.1 Clerks Report.pdf

- 9.2 **Building Manager's report**

 Annex 3: 9.2 Buildings Report.pdf

- 9.3 **Community Warden's report**

The Community Warden did provide a report for the May meeting, but here is a further update:

I meet with PCSO Sam Rustrick and liaise about local issues including anti-social behaviour and continue to lobby about activities in the recreation car park which annoy local

residents.

I organised a litter pick after the very successful Jubilee celebrations. Eleven volunteers came along early on Friday 3 June and collected litter from Stangrove Park. We have another litter pick scheduled for Thursday 7 July at Spitals Cross estate.

I work closely with Tenancy Officer from West Kent housing to solve issues and the caretaker at Spitals Cross.

Fly-tipping can be a problem and I work closely with SDC enforcement and assist with evidence gathering if required; and liaise with other agencies regarding community issues.

I have recently met with SDC's Private Sector Housing Officer regarding Community disability grants for ramps, showers, smoke alarms and key safe installations. I have already made a couple of referrals.

Recently, I spoke at Bridges café at their Friday afternoon club and have been helping them to source other speakers for future.

I attended the Rotary Club strawberry tea and invited three people from the Games and Puzzles Club which I run on a Monday morning. The latter has encouraged people aged over 55 to get out and about again, meeting new people over a cup of tea or coffee and playing board games and cards. Hopefully, this will continue with funding from Involve Kent.

I also run the Speedwatch group and download data from the Speed Indicator Device – this is forwarded to Cllrs Aldridge and Lloyd to review. Data from this will be presented to Planning and Transportation Committee.

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

10.1 **Queens Platinum Jubilee (2 -5 June 2022) – to receive feedback following the inaugural lighting of the Town's Beacon and Jubilee event**

The Jubilee celebrations on 2 June with the lighting of the Beacon was extremely well received by the community with over 1,000 people attending the event. The Town Band played a selection of known tunes and the official music for Beacon ceremony. The Bonfire Society ensured the success of the actual Beacon lighting. All food vendors did well. The children's crown making competition was popular and the mother of the girl who won the overall Chairman's trophy messaged to say, "*I just wanted to message say to thank you for all your hard work that you put into making last night a massive success. I came with my family and couldn't believe the effort you had gone to along with flags, hats and free face painting. We are still in shock my daughter the crown competition.... She spent ages painting and decorating it. The trophy was amazing, we never expected something like that to be the prize and the goodie bags were brilliant*".

10.2 **To ratify the decision for Eden Valley Museum free hire of Rickards Hall for its two Jubilee events on 2 and 3 June**

As part of the Museum's Jubilee celebrations for the town it organised two afternoon tea

and activities events on 2 and 3 June in Rickards Hall. The Council was asked to consider allowing the use of the hall free of charge. This was considered outside of a meeting and supported.

Members to ratify free use of Rickards Hall on 2 and 3 June by Eden Valley Museum.

10.3 **To note: the Internal Auditor has confirmed it is not necessary to print the names of councillors on the mandate in the minutes but to clearly identify the mandate document that was approved in the minutes**

10.4 **To confirm the Town Clerk as a signatory so that payments can be raised in the absence of the RFO, thus having two officers able to raise payments**

Currently only the RFO can raise payments. The Town Clerk position has previously been a second person for raising payments.

Do Members approve to have the Town Clerk as a secondary officer named person on the bank mandate?

10.5 **To receive an update on the Charities Commission entry and status for two Council charities: Lingfield Road 'Recreation Ground' and Blossoms Park 'Public Recreation Ground'**

Charities status update: At the December 2020 Finance Committee a number of questions were raised with the administration of the Recreation Ground and Blossoms Park Charities. Advice had been taken from Mulberry & Co (November 2020), a firm of accountants, who also advised clarity to be sought from a solicitor. Following legal advice, questions were raised directly with the Charities Commissions. This has since been looked at by the solicitor. The Land Registry has the Town Council as sole proprietor for both the Recreation Ground and Blossoms Park, and Indentures show the Parish (Town) Council to be the sole trustee, therefore as a corporate body, it is properly the sole trustee.

The legal advice is to correct the listing from individually named councillors to the Council as the sole trustee. I have asked the solicitor to complete the on-line application form to correct this information.

Council January 2021 resolved: *the expenditure of up to £4,000 for legal fees to look at the governing documents for both charities' accounts (Recreation Ground Lingfield Road; and Blossoms Park) and prepare a memorandum deed of transfer of each charity. £768 has so far been spent on legal fees (February 2021).*

The Council as the sole trustee does not require the memorandum but does need the Charities Commission listing updated for both charities.

The Council, as trustee of each charity, should have a separate annual meeting at which the councillors forget that they are councillors and think only that they are running a charity. The procedures for this are already in place, with annual meetings. Day to day management can of course be carried out by officers.

Do Members confirm the corrections to the Charities Commission listing correction - Lingfield Road 'Recreation Ground' charity number 302733; and Blossoms Park 'Public Recreation Ground' charity number 3027322 - to Edenbridge Town Council as sole trustee?

10.6 **Churchyard/Market Yard Wall update: A request to renew the faculty with Diocese and new quote for the works are required**

As a consequence of Covid, and other resources, the work to the Market Yard/Church Wall was unable to be done. As time has passed, the faculty has expired and the quote from the builders needs to be revisited and quoted. Other issues include the right working conditions for lime mortar work, and so needs to be carried out ideally in the spring/early summer. Once the faculty has been extended/renewed and there is a new quote, this will be come back to Council for approval together with an updated cost for the Party Wall Notice.

The issue/concern for the Wall, was initiated from the Church following its periodic inspection, and it will be interesting to see if this is raised again from its recent 5-yearly report. It is noted that the Church now has its wildlife garden in this area. The Council commissioned its own survey in 2017/18; cost £539.

Are Members satisfied, or do they want to commission a new survey themselves? Do Members want to comment further or just note the above?

10.7 **To receive an update on the Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction) 40-mph buffer zone scheme, public consultation**

Kent Highways has now approved, through its internal checking process, the consultation drawings. The consultation is due to be advertised Friday 8th July and will run for three weeks. I have suggested that the Town Council also advertises this and have asked for information.

10.8 **To note: Sevenoaks District Council has published its Town Strategy for the District as part of the emerging Local Plan documentation**

In May, the Town Council was advised by SDC that it had published its Town Centres Strategy. This project was commissioned by SDC with the help of a consultancy company. It will feed into the policies within the Local Plan, the Economic Development Strategy and ongoing town centre feasibility work. Having circulated to Members, a meeting was then arranged with two officers of SDC Planning Policy team and attended by, Cllrs Aldridge, Baker, Layland, McArthur and myself. We expressed concerns with inaccuracies and assumptions in the document. SDC explained that the strategy was to provide a vision having undertaken surveys, stakeholder engagement and baseline analysis which are referenced in the document. We raised concerns about some of the ideas for Edenbridge that had not been discussed with the Council first, but they said that the vision was the result of the stakeholder and public engagement. Some of the proposed amendments have been changed in the document – these are only some of the descriptive words - but SDC were reluctant to amend the vision. The document sets out a series of possible interventions to help each place develop positivity, providing ideas and showing potential, but does not necessarily mean that all the ideas would be deliverable

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

The new Market Officer started in June. He is employed for up to 10 hours a week and is currently getting to know the market traders, looking at attracting some new traders, and familiarising with the procedures and guidelines for markets. There is currently between 8-12 traders each week including Lloyds Bank who attend fortnightly.

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

The Games Club – a Cards, Games and puzzles social club for 55+ residents. This started as a partnership with SDC and Involve Kent, for an initial 12 week-pilot. There are 8-10 regulars and some touching success stories with several also now meeting up outside of the group.

Comments include: “I have made new friends”; “I really look forward to coming here”; “I have learnt new games”. The pilot period is finished but the members felt it worth continuing.

The Community Warden and I have met with Involve Kent who have agreed continued funding for this with the arrangement moving directly between them and the Town Council. Involve Kent has also said there could be scope to expand this with extension of the Club or different activities for people should the Council want to consider this in the future. This is great for the current members of the Club, the community, and for Rickards Hall.

We are now looking at increasing the promotion to attract other members for the group with new flyer.

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

11.1 **To ratify the annual grants for 2022 to:**

The Service Level Agreement grants are considered during the budgeting process. HOUSE submit regular/quarterly updates – emailed to Members. A SLA report from the Museum and Twinning has been requested; these are usually provider later in the year.

11.1.1 **Eden Valley Museum £6,500**

11.1.2 **HOUSE £8,000**

11.1.3 **Twining Association £1,000**

11.2 **To receive a Health and Safety half-yearly update**

11.2.1 **To note: actions from the October review have been carried out and the annual visit will be scheduled for September**


There had been some outstanding audit action points which have now been updated:

Rickards Hall fire safety latch signs; some record keeping anomalies for the gas and legionella tests; and a violence at work policy (see below). The full annual review with Worknest had been scheduled for July but has had to be moved to 8 September.

11.2.2 **To confirm the Health and Safety Policy statement**

 Annex 4: 11.2.2 Health and Safety Policy.pdf

11.2.3 **To adopt the Violence at Work Policy**

 Confidential Annex 5 (omitted from public documents): 11.2.3 Violence Policy.pdf

11.3 **To consider the expenditure for three-day First Aid at work course of up to £1,140 for 4 delegates (£285 per person)**

Last year (June Council) expenditure was approved for all staff to complete an in-house First Aid at Work 3-day training course. Nine staff attended but were only able to complete the one-day certificate in Emergency First Aid at Work, due to days two and three having to be cancelled due to Covid.

The recommendation is to have the Level 3 First Aid at Work. Minimal levels for the Council:

Main office - 2 people; Groundstaff - 2 people.

Level 3 First Aid at Work training cost per person to attend one of the open venues is £285.00 + VAT. The cost for in-house is as follows.

4 delegates - £1,140.00 + VAT

6 delegates - £1,395.00 + VAT

12 delegates - £1,545.00 + VAT

Do Members support the expenditure for three-day First Aid at Work course of up to £1,140 for 4 delegates (£285 per person)?

11.4 **To consider purchasing Council iPads or laptops for use by councillors**

As you are all aware, councillors are also subject to GDPR with processing personal and subject data; and needs to be store data sensitivity and securely. As part of the compliance checks, councillors have their own council email, appropriate anti-virus software security in place, and the Council engages an IT company to manage these email addresses and electronic data storage. However, currently councillors use their own IT equipment which is not unusual in the sector as to provide councillors with laptop/or iPads is a cost to the Council. There is advice on the Information Commissioner Office website on using own devices here. The Council has a Data Protection Policy which is reviewed. In it, it does say:

Information Security: The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

More parish and town councils are beginning to consider the viability of providing councillors with IT equipment to reduce the risk of data being transferred onto personal devices. Another consideration is councillors tend not to claim an allowance, but the cost of running adequate IT and software has increased considerably over the past two years.

The current cost for IT equipment, includes IT set up (but not software licences):


- Apple iPad Pro (3rd Generation) Tablet - 27.9 cm (11") - M1 Octa-core (8 Core) - 8 GB RAM - 128 GB Storage - iPadOS 14: £744.39 plus VAT
- Dell Latitude 5000 5520 39.6 cm (15.6") Notebook – Full HD - 1920 x 1080 - Intel Core i5 11th Gen i5-1135G7 Quad-core (4 Core) - 16 GB Total RAM - 256 GB SSD: £1,148.75 plus VAT

How do Members want to proceed?

11.5 **To approve the works for BT Openreach to install fibre optic broadband at Frantfield/near the entrance to the car park to open up the road and make good after the works***

BT Openreach has approached the Council for permission to open a section of road along Frantfield to enable fibre optic broadband for the residents. They have the permission of the resident who lives on the corner. Paperwork will be sent through before any works commence. The area will be reinstated (but they will not be able to match the existing stony/pinkish tarmac surfacing).

Do Members permit BT Openreach to carry out works to enable fibre optic broadband at the Frantfield Road section near Market Yard Car Park, and for the Town Clerk to sign the agreement?

 Annex 6: 11.5 Land Reg.pdf

11.6 **To consider submitting a CIL bid to the SDC CIL Board for a contribution towards the Pavilion replacement windows and shutters**

The next SDC CIL Spending Board will be 1st September 2022. Bids for funding to help deliver local and/or strategic infrastructure projects which will benefit the local community are currently being invited. All applications must be received by no later than midnight on Sunday 17th July 2022.

At the November 2021 Council meeting it resolved to proceed with replacement aluminium framed windows and doors with shutters for the Recreation Ground Pavilion, with funding application to be made to Edenbridge Town Council's CIL Board. See above note.

Do Members want to submit a CIL Bid to the SDC CIL Spending Board for a contribution towards the Pavilion windows and shutters?

11.7 To note the Family Summer Fun Days for 2022

The Free Family Fun Days are held at Stangrove Park, for all ages, and include everything from crafts and games to sports and face painting in a friendly, safe environment. They started in 2011 working with PlayPlace, in more recent years has funded one day with the Town Council funding three. This year, PlayPlace has been able to access funding to provide activities throughout the calendar of school holidays. SDC produces a leaflet for the Fun Days across the district.

Summer 2022 dates:

Thursday 28 July 2.00 – 5.00 pm - include ‘Cascade’ dance and yoga sessions at 2.30pm and 3.30pm (SDC funded)

Friday 22 July 3.30 – 5.00pm; Thursday 4, 11 & 18 August 2.00 – 5.00 pm – include Games, inflatables, face-painting, magic, and craft activities (PlayPlace and Town Council funded).

11.8 To resolve delegated powers to Planning and Transportation Committee for July and August

Under the Terms of Reference, the Planning Committee can receive delegated powers from the Town Council for Council business during the month of August (1.15)

Do Members confirm to delegate powers to the Planning Committee for Council business during the month of August, which requires decision/s?

12 Consultations

12.1 Gatwick Northern Runway consultation – closing date 27 July

Does the Council want the Aviation Working Group to respond to this consultation?

<https://www.gatwickairport.com/business-community/future-plans/northern-runway/>

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

14 To Consider Any Press Releases

15 Matters for Future Agendas

In view of the confidential nature of the agenda item 16 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] Council Assets Review - Forge Green**
Confidential item omitted from public papers.

17 **Date of Next Meeting**
12 September

**Report to full Council and Town Clerk's Report
July 2022**

Report for council:

General info/updates

Buildings update - Depot: The new security door has now been fitted; this was necessary following the break-in, in March.

Business rates relief on public toilets: Business tax relief (Non-Domestic Rating (Public Lavatories) Act 2021) which should give 100% relief from business rates for stand-alone public toilets - response from NALC remains outstanding. It is unlikely the Council will receive this.

CCTV visit to SDC: Cllrs Aldridge, Lloyd and the Community Warden visited the CCTV team at Sevenoaks District Council (SDC) recently. This had been requested pre Covid. The Council is currently enquiring about the viability of it investing in additional SDC CCTV for Edenbridge (under the Open Spaces Committee).

Chairman's Reception: This year's Chairman's Reception is confirmed for Wednesday 20 July, and will be recognising work in our community, including services for older people and those living with Alzheimers and Dementia.

Chairman's visits: In May, Cllr Todd attended a First Spade Ceremony for the new Edenbridge Memorial Health Centre. In June, he was invited to the opening of Hennessy Farm Shop to cut the ribbon, together with Cllr Layland as the Vice Chairman of SDC. Cllrs Todd, Layland and the Community Warden were also invited to Edenbridge Manor Care Home to meet staff and residents.

Edenbridge Magazine: Copy for the September issue will be submitted in August.

Council's IT File Storage System And To Move To Cloud Based Storage Solutions and dedicated Broadband Line: Council's January meeting approved the move to a dedicated broadband line and new Cloud storage solution. The new dedicated Broadband line has now been installed. The IT solutions project requires all staff to review and clear document files and a full IT reorganisation which will be done over the coming months. This is a significant project and amount of work.

Games Club - Cards, Games and puzzles social club for 55+ residents' partnership with Sevenoaks District Council (SDC) and Involve Kent: *See update agenda item 10.10*

Highways: Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction): *update reported under agenda item 10.7.*

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

Policing update: At the end of May, Police Officers Kevin Savill (PCSO Supervisor) and Claire Harrison (Community Safety Unit) met with Cllrs Baker, McArthur, Todd, the Deputy Clerk (Kathy), Community Warden (Rose), and myself, to discuss current anti-social behaviour issues. They advised that reports for Edenbridge had increased (reflecting seasonal patterns): in March, there had been '0' reports; April

two nuisance calls; May seven calls relating to vehicles and one relating to drugs. Where there had been sufficient evidence, Section 59 notices for using a vehicle in an anti-social manner had been issued. If they are then caught again within a 12-month period, the vehicle can be impounded. Where there is not sufficient evidence, anti-social behaviour letters are being issued.

The Town Council is increasing its anti-social behaviour signage and the Police will also provide a Section 59 warning sign. The Council is also going to put posters in its noticeboards and on Facebook encouraging residents to report anti-social behaviour on 101 or 101-online.

We were also advised that the PCSO team had diminished, there was no plan currently to increase them. However, assurances were given that the SDC Community Safety Unit daily meetings do look at the 101 reports and actions taken accordingly (i.e., the recent issuing of section 59 notices).

Recreation Ground playground refurbishment: The new playground was officially opened on 16 June with Cllr Todd cutting the ribbon. About 70 kids attended. Everyone was full of positive praise for the new play area. HAGs have created a short video using drone footage which can be used for promoting the play area and will be uploaded on the VisitEdenbridge. The playground has passed its inspection with a few minor bits outstanding - the zipwire cable and the toddler twirler, plus some signage. The groundstaff are installing benches (but were delayed due to vandalism of the plates) and making good the remaining grass areas.

Risk assessment annual review: This is a review of the Council's risk, governance, and financial risk. Cllrs Lloyd and Sumner have already been nominated to work with the Town Clerk and RFO. It is hoped this will be carried out August/September and reported back to Council.

Sevenoaks District Council [Call For Sites 2021](#): SDC is undertaking the site assessment process; as yet it is not known which sites in Edenbridge are being considered.

Sports Pavilion Windows: Two quotes have been requested with quotes expected soon for the replacement windows and shutters. Previous estimates were in excess of £70k. The public tender document can then be prepared. A CIL funding application will be made once the tender window has closed; Council may need to consider a contribution. (Council November 2021 confirmed to proceed with replacement aluminium windows and doors with shutters). *Also see agenda item 11.6 below.*

Staff: We have two new staff join the team recently. Davina Miller, Communications and Administration Assistant (15 hours p/w); and Guy Holder, Market Officer (10 hours p/w). The staff structure has been updated [here](#). Due to the summer months being the peak annual leave period, the staffing levels across the office and groundstaff will be thinner than usual.

Buildings Report

Intruder Alarms

There has been a new intruder alarm system implemented in the three buildings in the Doggetts courtyard area and at the Cemetery Depot. The new arrangement means that an alarm being triggered in Church House, Rickards Hall, Doggetts Barn or the Depot will be managed by a key holding security company who will attend the site on our behalf. This will mitigate the need for a member of staff to respond in unsociable hours, and possibly be put at personal risk. The security company holds a list of staff contacts who may be approached for further advice in the case of a call out.

Safety Risk Assessments and Inspections

All building, fire, electrical, gas, asbestos, and legionella risk assessments have been reviewed for 2022 – 2023 and all annual and periodic inspections are up to date.

All weekly, monthly, and annual procedures and activities are now monitored and evidenced through the online SafetyNest system. Current gas safety, electrical safety and other certificates are now being uploaded to SafetyNest for ease of reference, monitoring, and audit.

All Council Buildings have now had their annual inspection and several works identified which will be undertaken during this year.

Doggetts Barn

All lighting has now been replaced with LED bulbs which are much more environmentally friendly and should reduce electricity costs. The gas meter has been moved and made more secure to reduce the risk of accidental damage. The security lighting has been upgraded and improved, allowing the lights to be operated from inside the building, and adjusted to give a longer delay on leaving the building.

Rickards Hall

The decorating and repairs to the walls have now been completed, and damage to the under-floor in the main hall repaired. New flooring has been installed in the kitchen, toilet, and common areas to a good standard. Water damage to the wall at the rear of the hall will be repaired once the foliage outside has been cleared.

Church House

The building inspection carried out recently has revealed some serious cracks in the ceiling plasterwork on the first floor which need to be remedied. This may require work carried out by a specialist in listed buildings, and quotations for this work are being arranged.

Cemetery Depot

The rear entrance door to the depot has been replaced with a heavy-duty security door after a recent break-in attempt.

The old water pipes have been replaced and reconfigured to remove any dead ends which has reduced the risk of Legionella infection significantly. The cold-water tank has been disconnected for the same reason. The immersion heater tank has now been replaced with an on-demand system, so there is now no water storage system in operation in the building.

The ground staff have installed new kitchen units in their rest room to a good standard.

Sports Pavilion

The replacement of the windows and installation of shutters at the pavilion will be going to tender soon once a full specification has been drawn up.

Market Yard Toilets

The doors to the toilets have all had security locks fitted so they can be secured overnight. This seems to have reduced the level of vandalism significantly, although occasional incidents still occur. Difficulties in finding reliable contractors to carry out repairs in the disabled toilet continue, but it is hoped that this work along with the hot water supply problem will be completed soon, and the toilets will be fully operational.

Mowshurst Barn

After a recent break-in, a more appropriate lock arrangement has been identified and will be installed shortly.

HEALTH AND SAFETY POLICY STATEMENT

The management of EDENBRIDGE TOWN COUNCIL recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

Name: Caroline Leet

Dated:

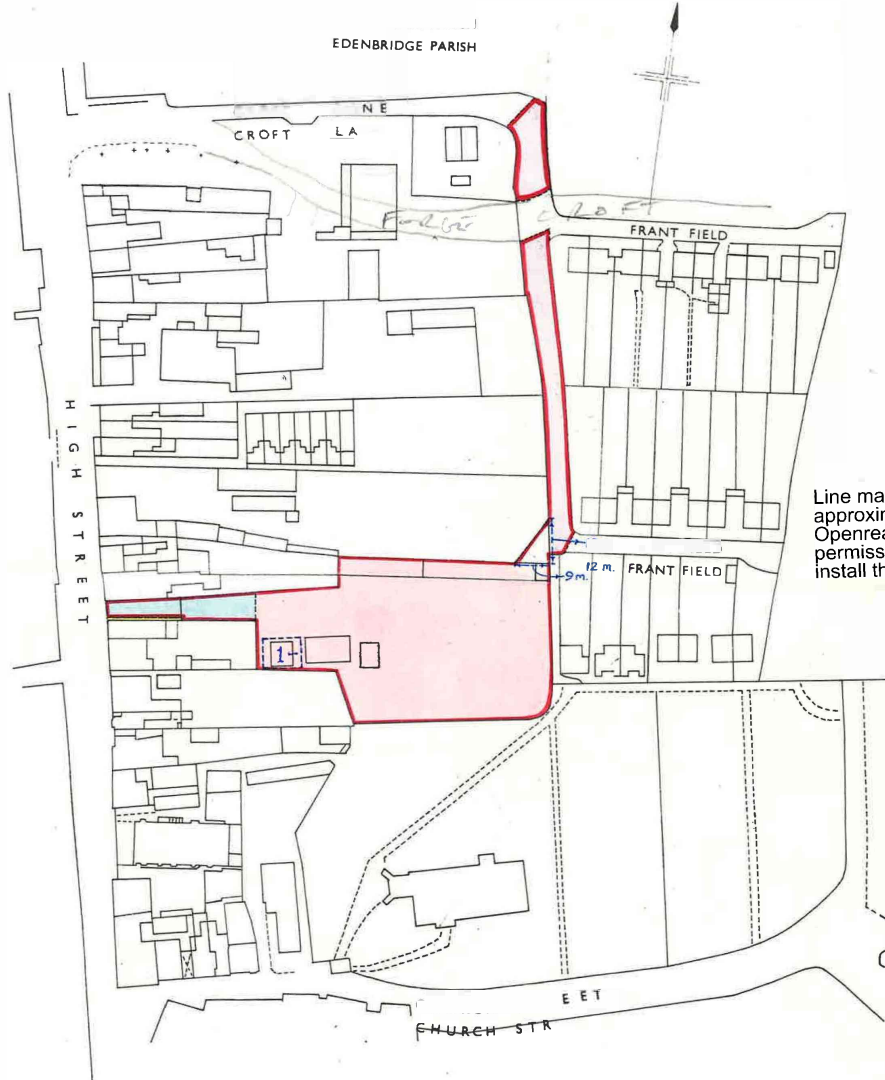
Position: Town Clerk

H. M. LAND REGISTRY

item 11.5

NATIONAL GRID PLAN TQ 4446 SECTION F
KENT SEVENOAKS DISTRICT
Scale 1/1250
Enlarged from 1/2500

EDENBRIDGE PARISH



Line marked in green is approximately the area where BT Openreach are requesting permission to open the road to install the fire optic cabling

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TITLE No. K 457443



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