

Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 05 Dec 2022 | Full Agenda (Excludes Confidential Items) | v:1

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 5 December 2022 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
30 November 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 18 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.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.) Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To Receive, Adopt and Sign the Minutes of The Council Meeting Held on 03 October 2022 (9783-9790)**

 Full Council | 03 Oct 2022 v.2 | Minutes (Pages 9783 to 9790)

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 Committee – 17 October (9755-9757)
- Planning Committee – 7 November (9805- 9807)
- Planning Committee – 21 November (9817-9820)

 Planning and Transport | 17 Oct 2022 v.1 | Minutes (Pages 9793 to 9796)

 Planning and Transport | 07 Nov 2022 v.1 | Minutes (Pages 9797 to)

 Planning and Transport | 21 Nov 2022 v.1 | Minutes (Pages 9817 to 9820)

6.2 **Forward Planning Steering Group**

- Forward Planning Steering Group – 31 October (9797-9802)

6.3 **Finance Committee**


- Finance Committee - 10 October (9791-9792);
- Finance Committee - 14 November (9813-9816)

 Finance | 10 Oct 2022 v.1 | Minutes (Pages 9791 to 9792)

 Finance | 14 Nov 2022 v.1 | Minutes (Pages 9813 to 9816)

6.4 **Open Spaces Committee**

- Open Spaces Committee –07 November (9808-9812)

 Open Spaces | 07 Nov 2022 v.1 | Minutes (Pages 9808 to 9812)

6.5 **CIL Board**

- CIL Board – 21 November (9821-9824)

6.6 **Personnel Committee**

- Personnel Committee – 03 November (9803-9804)**

 Confidential Annex 1 (omitted from public documents): 6.6 Personnel (confidential).pdf

7 **To Receive Recommendations from Committee Meetings**

7.1 **Forward Planning Steering Group 31 October**

7.1.1 **Recommendation to increase the Precept to fund the new projects in the budget 2023/24.**

Recommendation to increase the Precept to fund the new projects in the budget 2023/24.

7.2 **Personnel Committee 03 November**

7.2.1 **The RFO to undertake the SLCC CiLCA qualification £410, plus training costs £340, plus vat**

7.2.2 **To continue with the current staffing levels 10.14 FTE equivalent (14 employees), and the draft proposal for the total salaries budget £428k**

7.2.3 **To confirm the additional pay increments for three employees (as minuted)** and include in the budget**

7.2.4 **To continue with the two new appointments (May 2022), initially appointed on 1- year**

contracts

- Communication Officers
- Market Officer

7.3 Finance Committee 10 October

7.3.1 To transfer the full balance from Lloyds Bank account into the Council CCLA account, and close the account

7.3.2 To note: under delegate authority, resolved the legal fees of £1000 towards the potential Land transfer if required.

7.4 Finance Committee 14 November

7.4.1 To increase the fees and charges, including the cemeteries charges, for 2023 in line with the RPI rate 12.6% (as published September 2022)

7.4.2 To continue with SLAs 2023-24 budget: HOUSE increase to £8,000; Eden Valley Museum £6,500; and the Twinning Association £500

7.4.3 to increase the lease rents for 2023 for Cricket Club, Rugby Club, Nomads Football Club by the RPI rate at the time of their individual review dates

7.4.4 To receive the Internal Auditor's interim (October) report

<https://www.edenbridgetowncouncil.gov.uk/internal-auditor-reports/>

7.4.5 To receive the updated 10-and-30-year maintenance plans with the annual costs under new budget codes (but still monitored through the Plans)

7.4.6 To receive the draft budget 2023-24 recommendations

7.4.7 To receive the Precept recommendations for 2023-24 to achieve a balancing budget

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

8.1 Clerk's report

 Annex 2: 8.1 Clerks Report.pdf

9 Insurance: To Receive an Update on The Buildings' Insurance Costs Following the Buildings Valuations

At the October Council meeting Members received the insurance premium adjustment (£696.66) following three table-top valuations for the Deport, Pavilion and Public Toilets.

Expenditure for two site valuations for Church House/Rickards Hall and Doggetts Barn were approved. The two valuations have shown a significant increase in value.

Valuation reinstatement costs:

Doggetts Barn was £719,663 now £892,625 / £967,625 to include the courtyard, outbuildings and fences. *Difference of £247,962*

An increase of 34% in reinstatement cost when compared to the existing declared value that was provided.

Church House & Rickards Hall was £1,720,950 now £2,847,775

Church House £2,531,120

Rickards Hall £379,962

An increase of 65% in reinstatement cost when compared to the existing declared value.

At the time of preparing the papers the insurance adjustment was still yet to be advised.

Council July meeting had approved a budget of £17k for insurance, but new three-year arrangement with Gallaghers/Hiscox had come in considerably lower than the previous insurer. As it currently stands, the revised total annual insurance premium is £12,866.02 (£12,169.36 plus the additional 3- tabletop revaluations premium £696.66).

The current saving on July resolution is £4,133.98

The draft budget presented to Finance Committee had already assumed an uplift to the insurance for these buildings. However, if the rule of 65% was now assumed, the draft budget did allow enough.

Current insurance costs:

Doggetts £1,118.22

Church House and Rickards Hall £2,313.09

Assuming valuation increase uplift

Doggetts additional £380.20 (34%)

Church House and Rickards Hall £1,505.50 (65%)

Doggetts Barn (code 2050) propose no change as sufficient allowance included in budget

Church House (code 2200) propose additional £600 to budget

Richards Hall (code 2220) propose additional £600 to budget

Do Members receive the revaluations for the Church House & Rickards Hall, and Doggetts Barn?

Do Members approve the additional insurance adjustment premium assuming it comes in within the surplus of £4,133.98 (of the July insurance resolution)?

Do Members confirm the adjustment to the insurance budgets for 2023-24?

10 Budget 2023-2024

10.1 Grants budget: to consider transferring the 2022 unallocated funds of £1,290 to a reserve code for future requests

Do Members support to move unspent Grants budget for 2022-23 to reserves for future requests?

10.2 To receive the consolidated balance sheet up to 31 October 2022 includes the reserves totals (Ear marked and General Reserves)*

Do members have any comments?

10.3 To consider the recommendation on the proposals for the budget 2023-24**

To receive the draft budget. Since Finance Committee met, there is the adjustment for the insurance (reported under item 9).

*See attached papers and budget comparisons report***

10.4 To consider and confirm the Precept recommendation for 2023-2024

How do Members want to proceed with its recommendations for the draft budget (10.3) and the Precept (10.4) for 2023?

10.5 To confirm the recommendation for the reserves for 2023-24

Do Members confirm the proposed recommendation for the reserves for 2023-24?

11 Draft Local Plan – Regulation 18

11.1 To approve the engagement of a consultant to help with the Council's response to the Sevenoaks District Regulation 18 response, and a budget of up to £500

In the past, the Council has engaged professional support with its feedback to the Local Plan consultations. This has always been helpful. Last week (24 November) Cllrs Aldridge, Baker, McGregor, Layland and Todd, with myself and the Planning Officer, met with a consultant known to the Council to discuss the Reg 18 consultation. This was a really useful meeting covering housing need, density strategy and the town strategy, and the SHELAA

2022 document. We also discussed several key government decisions on planning which are yet to be made.

This could be funded from professional fees (code 1150) or contingencies (1010).

11.2 **To appoint a Working Group to work with the Town Clerk and Consultant with preparing and confirming the Council's response to the Reg 18 consultation**

The deadline for the initial Reg 18 consultation is 14 January. The proposal is for a Working Group to be appointed and work with the Clerk to complete a draft response, working through the 65-page feedback form. This would then be sent to the consultant before Christmas for their comments, to be received early January.

The Working Group would then confirm its/the Council's response ready for submission by 14 January.

Do Members confirm the appointment of a Working Group and delegated authority to make Council representation on the Local Plan Reg 18 consultation?

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

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

An initial payment of £2,500 was made for the consultation; now completed. The next phase is to finalise the design and implementation, the final invoice cost is £2,519.43. Total cost for the 40mph buffer zone £5,019.43, with a remainder of £4,980.57 that will go back into CIL unallocated. The invoice is being processed.

Upon receipt of payment, Kent Highways will initiate the works schedule. The scheme should be completed within about three-months.

12.2 **To note: Remembrance Sunday attendance to Wreath Laying ceremony and Church Service**

Church Service

There was general discontent on the arrangements for the event this year and also on social media. These comments have been noted already, and volunteers are coming forward for next year's event.

The Remembrance wreath laying service and the church service are not Town Council organised events. The RBL has a long history of organising the wreath laying services and parades, and churches can choose to commemorate this with a special service. The Town Councillors have always supported the Remembrance services organised in the town.

Discussions do take place between the interest parties including the Council. This year there were a number of reasons why it was agreed to continue with the arrangements for an 11.00 am wreath laying service, which was collectively supported. Everyone agreed they would prefer to have included a parade prior to the wreath laying service, but sadly, the RBL are not the sizable group they once were and have less resources. However, this does not mean that the parade cannot take place in future years.

There has been a question raised regarding Remembrance Service parade insurance and the position of the Town Council. I have raised this with the Council's insurer who has advised:

Provided the march 'event' is being organised by, or on behalf of the Town Council, their responsibilities towards it are covered automatically under the Employers' and Public Liability Insurance sections of the policy we arrange for no additional premium. A £10 million limit of indemnity applies under both of these policy sections. We strongly recommend a risk assessment is carried out prior to the event with all remedial action completed for any defects or issues identified. The risk assessment should be kept on file by the Council.

The Council's policy will absorb any of the Legion's responsibilities and provide the necessary cover.

The key phrase here is 'on behalf of the Town Council'. If there was to be a parade next year, the Council would formally have to consider this and make a resolution to support and thus provide insurance cover.

Further consideration will be given to this next spring.

12.3 **Following the three days closure in October/November, to approve closing the Council office for further days (one day a week) in December and January. This is to continue staff time to work through the all the office online and paper files, to enable the new IT File Storage System moving to a Cloud Based Storage Solution (approved Council January 2022)**

The three days closure over October/November was great to be able to focus, but unfortunately only one day was spent on the IT filing due to budgets and other matters. It has also highlighted the amount of time/work needed to get to a position where the new IT storage solution can commence.

Do Members support the office being closed one day a week during rest of December (except the week prior to Christmas) and January?

12.4 **Edenbridge Dementia Friendly: To receive an update on a new initiative in collaboration with other partners**

Update since the October meeting where there was support for this joint initiative.

Summary

- 19 October – initial meeting to interested parties to discuss potential initiative
- 25 October - a dementia friendly awareness training session was provided by the Manor Care Home
- Clerk met with Elaine Murry at the Forget-me-not Café who has agreed to help and advise on the initiative and bringing all resources together
- January (date to be confirmed) meeting to move forward with the initiative

12.5 **SDC Annual Liaison Meeting – Thursday 27 October – to receive the draft minutes**
Do members have any comments?

 Confidential Annex 3 (omitted from public documents): 12.5 SDC Liaison Meeting.pdf

12.6 **Civility and Respect Pledge**

NALC and SLCC have been campaigning for improved standards to help address issues of bullying, harassment and intimidation and have put Civility and Respect at the top of its agenda. At the May Council meeting, Members supported writing to Tom Tugendhat MP to request calls for government to establish appropriate and effective sanctions mechanism to deal with issues in the sector and to improve standards on Civility in public life.

A copy of the Civility and Respect bullying and harassment statement is published on the Council's website.


NALC and SLCC are now asking Councils to take the Civility and Respect pledge. So far, 727 councils have signed up to this.

By taking the Pledge, Councils are agreeing they will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme***
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Do Members confirm to take the Civility and Respect Pledge? Do Members support the statement on the Pledge (attached)?

*NB: *Edenbridge Town Council already has the Local Council Award Scheme Foundation Level but could aspire to the next level.*

 Annex 4: 12.6 Civility.pdf

12.7 **To receive an update on King Charles III Coronation 2023**


The date of the Coronation is now confirmed for Saturday 6 May, with an extra bank holiday Monday 8 May. Buckingham Palace is expected to provide suggestions how communities can celebrate this momentous occasion. The Council has allocated a £5,000 budget to help Edenbridge mark this momentous occasion.

The Working Group to provide a verbal update.

12.8 To note: meeting schedule dates 2023 (amended)

The Finance Committee in July, October and November have been moved to fit in with quarterly period lock. The first meeting of the new Council/Annual meeting has been moved from 8 May (now a bank holiday) to Wednesday 10 May.

Do members confirm the amended meeting dates for 2023?

 Annex 5: 12.8 Calendar.pdf

12.9 To consider funding tourism promotion board/poster for the Town Station Waiting Room wall of up to £1,500

Last year, the Council was awarded grant funding of £4,328 for Covid compliance and getting back out and about (Council September 2021). Of this, £459 was remaining to continue with this project. The office has been in discussion with Southeast CRP about promotion at the station for Edenbridge and could have a design/poster on the wall at the Town Station waiting room. Initially, a map of the high street was proposed (similar to Tonbridge Station). However, following further research this something interactive and interesting preferred and this is an opportunity to:

- a) engage people right there and then (give them something to do whilst they wait)
- b) show off Edenbridge in a positive light
- c) Inspire people to do more next time they come back / when they have free time and learn more about Edenbridge

Examples of what could be done: Battle Station has panels that link its history; Hawkhurst had a board up at the main carpark talking about the Hawkhurst Gang which included QR codes to find out more about all the hostelleries they frequented (where there were specific boards with more localised info on their story - which could be accessed through the QR codes); and . Eastbrookend Country Park in Dagenham panel about a Victorian murder that occurred there.

The proposal: To create a board covering all aspects of Edenbridge heritage (that people can interact with) promoting the graveyard trail, the town trail, the museum etc etc and use some really interesting "did you know?" stuff as the hooks?

Addition: To link that to a puzzle/quiz/code breaking type thing on the website (a bit Da Vinci code if you will) via QR codes and you've got something pretty cool (and not that difficult to do).

The cost will depend on what's going on the board (maps get expensive, images and text layout not so much), the online component needs thinking and planning, but the actual execution is pretty straightforward.

1. Board itself approx. £600 - £1000 (depending on content needed and basically how much needs creating rather than just layout)
2. Online puzzle game to accompany £400 - £750 (depending on complexity and artwork requirements).

There is funding available in the Council contingency (code 1010). There is no longer a specific tourism budget.


Do Members support funding tourism promotion with unique artwork interactive poster design for the Town Station Waiting Room, up to £1,500?

13 Other Business Including Items Referred from Committees for Decision

13.1 To consider a resident's request for new access on to Recreation Ground (pathway to Pavilion) from private rear garden


See attached email and pictures**

How do Members want to proceed?

 Confidential Annex 6 (omitted from public documents): 13.1 Coomb Field.pdf

13.2 To receive a report on 'wood boring insect infestation' at Doggetts Barn and Church House

See the attached report*

 Annex 7: 13.2 Wood Boring Infestation.pdf

13.2.1 To approve the expenditure of £4,250 plus vat, for all the exposed and accessible timbers to be treated within the buildings on site

The Council's contingency budget £10,000 unallocated.

Do members approve the expenditure of £4,250 plus vat for treatment of 'wood boring insect infestation' at Doggetts Barn and Church House?

13.2.2 To approve closing the office for one week to allow emptying the office to enable works for the infestation treatment

Before the works can take place all paper and other 'at risk' items need to be removed from the building. These will need to be stored in Rickards Hall and therefore the Hall will need to be closed for a period – looking at the bookings a long weekend period may cause least disruption to bookings. The building cannot be entered for a few days after the treatment; however, staff are equipped to work from home.

Liaising with the museum also needs to be considered for mutual convenient dates.

Do Members approve sufficient time for the office clear-out of all paper and other 'at risk' items in preparation of the infestation treatment works, and office closure for one week?

13.3 To approve the Town Clerk and RFO to attend NABMA and NMTF one-day Conference on Markets Activating High Streets, 26 January 2023. Members Early Bird Booking rate (before 31 December) 2022 £150 + VAT per delegate plus expenses; total budget of £700

The NABMA one day conference of activating Markets in High Streets has an interesting agenda (attached) and could provide Edenbridge with some useful information for regenerating the market and supporting the high street and community. Proposal is to send

two people.

Having looked at a budget hotel (single/twin room) would be in the region of £125, and train fares are approximately £125 return per person. Alternatively, arrangements maybe viable to drive.

Training budget Open Spaces (which includes Market) £3,000. Spent £154, although there is some First Aid training approved expenditure.

Do members support sending the Clerk and RFO to attend NABMA and NMTF one-day Conference on Markets Activating High Streets, 26 January 2023, and the expenditure for the Early Bird Booking rate £150 + VAT per delegate plus expenses, to allow a total budget of £700?

[Annex 8: 13.3 NABMA.pdf](#)

13.4 **CIL Board: to consider if the CIL Board should have a minimum limit of funds available before allowing CIL bids**

At November CIL Board meeting £153,786.97 of CIL funds was awarded to five projects. This leaves an unallocated balance of £5,075.69. However, it is anticipated that the year-end balance will be £17,524.28

Unallocated funds	£5,075.69
Expected Income	£2,268.02
Expected Underspend	£10,180.57
Year End Forecast	£17,524.28

Further details on CIL and the Council's CIL funds are published on the Council's CIL Webpage.

Do Members want to consider setting a fund limit of CIL funds available in the pot before inviting Bids?

<https://www.edenbridgetowncouncil.gov.uk/community-infrastructure-levy-cil/>

14 **Consultations**

14.1 **Sevenoaks District Regulation 18 Local Plan consultation**

Closing date 11 January 2023

<https://www.sevenoaks.gov.uk/plan2040>

14.2 **Kent Fire and Rescue Service - Safety and Wellbeing Plan 2023**

Closing date 13 January 2023

<https://www.kent.fire-uk.org/report/safety-and-wellbeing-plan-2023>

14.3 **Kent County Council Gypsy and Traveller Site Pitch Allocations Policy**

Closing date 7 February 2023

14.4 **Kent County Council Kent Minerals and Waste Local Plan 2023-38**

Closing date 5 December 2022

<https://letstalk.kent.gov.uk/kent-minerals-and-waste-local-plan>

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

16 **To Consider Any Press Releases**

17 **Matters for Future Agendas**

In view of the confidential nature of the agenda item 18 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.

18 **[CONFIDENTIAL] To Receive an Update on Land Outside the Police Station Where the Council's Flagpole Sits**

Confidential item omitted from public papers.

19 **Date of Next Meeting**

16 January 2023

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

Report for council:

General info/updates

Audit – Internal Auditor 6-monthly review: The IA's report is published on the [website](#). He reviewed the budgeting process and confirmed the Council's processes meet the audit standards. Employee costs and payroll procedures and confirmed the controls and processes met the audit standards. He also noted that the Council has fulfilled its duties with the Charities and the Charity Commission records are now up to date.

Bulky Waste Collection: The next collection will be in January and published on the website, Facebook and noticeboards nearer the date; it visits 4 locations in Edenbridge.

CCTV Recreation Ground and Depot: No update since the last meeting. *The Open Spaces Committee has received a report at its recent meeting. Broadband costs for the Recreation Ground in the region of £22.5k plus annual costs of £1.2k. Cost for CCTV equipment is not included, and to be costed. CCTV monitoring costs in the region of £1k. Buildings Manager did have a proposal for Council CCTV monitored presented to [Council January 2022](#) with costs in region of £3.2k (for 2 sites). It has been agreed to investigate further including potentially alternative viable options/providers.*

Charities Commission entry and status for two Council charities: Lingfield Road 'Recreation Ground' and Blossoms Park 'Public Recreation Ground' update: The listings for the two charities have now been corrected with the Charities Commission, confirming Edenbridge Town Council as sole trustee of the two charities.

Chairman's visits: November Cllr Baker attended on behalf of the Chairman, the Marsh Green Pre-School sensory garden opening; attended the Twinning Association AGM; and spoke at the Christmas Market. Cllrs Todd, Baker and Layland attended the CAB AGM.

Christmas Office Arrangements: to reconfirm, the office will close in the afternoon Friday 23 December and reopen Tuesday 3 January. The staff Christmas lunch was 2 December.

Churchyard/Market Yard Wall: This remains on the agenda with details to be represented in due course to Council to consider.

Communications and PR: The new working arrangements with the Communications Officer are currently going well. In addition to the regular social media, council and market posts, newsletter content, she is currently reviewing the communications strategy and preparing a proposal to be considered next year (2023).

Cost of living crisis: Sevenoaks District Council (SDC) has provided a [useful leaflet](#) on the help that is available. The [Warm Spaces initiative](#) is up and running; there are not many Edenbridge listings. The Games Club for some reason was not included by SDC despite registering it, but will be this week.

Edenbridge Magazine: The next Council's newsletter will appear in the January edition and is also published on the [website](#).

Edenbridge Town Guide: The guide was completed over the summer and distributed to homes early November. This guide is reviewed and updated every 2-3 years. An electronic version is available on the [website](#); amendments can be made to the online version.

Electric Vehicle Chargers (EVCs): Following a recent meeting with Kent Smarter Travel Scheme (KSTS), a proposal was presented to the Open Spaces Committee November meeting. Members resolved to install four EVCs at Market Yard car park; these will be 7kw.
(Council meeting July 2021 supported EVCs in its car parks, and CIL Board October 2021 approved up to £7,500 contribution towards the KSTS scheme.)

Games Club - Cards, Games and puzzles social club for 55+ residents' partnership with Sevenoaks District Council (SDC) and Involve Kent: The Club continues to grow with weekly attendance now between 12 to 18 people. Soup is also being provided to attendees after the Club as part of the Warm Spaces initiative.

Inspections: At Council October meeting expenditure was approved for the Solar Panel 5-year inspection. The Depot has been inspected and the Pavilion is booked for December. The external Fire Risk Assessment is yet to be confirmed.

Kent Highways: The annual meeting with the area Manager and Engineer to discuss maintenance issues took place on 8 Manager. The winter management and grit salt bins were being checked; empty bins should be reported to Highways online. The policy for drains was to empty annually; and as reported. Overall, no significant maintenance issues outstanding.

Lease meetings: The annual lease meetings are scheduled.

Market: Reminder there is now a dedicated market [website](#) and [Facebook](#) pages launched September 2022. Christmas has special pitch fees offer for traders during the month of December, and on 22 December Mr Hiccup will be returning with magic and balloon modelling. January and February there will be discounted offer for those that pay in advance (non-refundable).

Pavilion Windows update: CIL Board (November) approved the funding of up to £85,000. The next stage is to finalise the specification before going out to tender and placing on ContactFinder.

Sevenoaks District Council [Call For Sites 2021](#): There is no specific update from SDC, but details for brownfield sites and the built-up area are included in the draft Local Plan Regulation 18 consultation. The Green Belt sites are not part of this initial consultation.

Training: Office staff have attended webinars on: Finance; the RFO attend a KALC Finance update training. Coming up: training sessions on civility and respect; social media and communications policies.

Waste commercial bins: October Council meeting approved expenditure for 1 x 360 litre bins for Doggetts Barn and Rickards Hall, and 1 x 240 litre bin for Market Yard car park. The new bin for the Council offices is now in use. MYCP is on hold as SDC now collect the black sacks accumulated by the groundstaff on Friday mornings and currently, there is no issue with waste from the Market. The public toilet waste is minimal, and the office bin can be utilised as needed.

Civility and Respect Pledge suggested agenda item:

Item 12.6

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Item 12.8

LIST OF DATES FOR COUNCIL, COMMITTEES & OTHER MEETINGS IN 2023
(presented to Council 03 October & 05 December 2022)

Unless otherwise indicated, all meetings are open to the public, commence at 7.30pm and are held in **Rickards Hall**.

Monday	02 January	Bank Holiday (New Year's Day)
Monday	09 January	Planning Committee
Monday	16 January	Council Meeting to confirm precept
Monday	23 January	Finance (& Governance) Committee
Monday	30 January	Planning & Transportation Committee
Monday	06 February	Emergency Planning Committee
Monday	13 February	Open Spaces Committee (EOY review)
Monday	20 February	Planning Committee
Monday	27 February	CIL Board (tbc)
Monday	06 March	Council Meeting
Monday	13 March	Planning & Committee
Monday	20 March	Annual Town Meeting (Due to election year & purdah)
Monday	27 March	Finance Committee (end-of-year)
Footpaths Working Group		
End-of-year internal auditor visit		
Monday	03 April	Planning & Transportation Committee
Monday	10 April	Easter Monday
Monday	17 April	Open Spaces Committee (commissioning works)
Monday	24 April	Planning Committee
Local Elections Thursday 04 May 2023		
Monday	01 May	Bank Holiday
Monday	08 May	Additional Bank Holiday
WEDNESDAY	10 May	Annual Meeting of the Town Council (annual meeting shall be held on, or within fourteen days after, the day on which the councillors elected)
Monday	15 May	Planning Committee
Monday	22 May	Finance (& Governance) Committee
Monday	29 May	Bank Holiday
Monday	05 June	Planning Committee
Monday	12 June	Open Spaces Committee (summer programme)
Monday	19 June	<i>(Training?)</i>
Monday	26 June	Planning Committee

Planning Applications: Where an application comes in that does not coincide with a scheduled Planning Committee meeting, either an extra meeting will be called, or the application will be considered outside a meeting as per the Terms of Reference delegated business and reported to the next committee meeting.

Monday	3 July	Council Meeting
Monday	10 July	Open Spaces Committee (review)
Monday	17 July	Planning & Transportation Committee
Monday	24 July	Finance Committee -1/4ly review
Monday	31 July	
Leaseholders Nomads (Aug/Sept)		
Monday	7 August	
Monday	14 August	Planning Committee (<i>Delegated authority over summer period</i>)
Monday	21 August	
Monday	28 August	Bank Holiday
Monday	4 September	Planning Committee
Monday	11 September	Council Meeting
Monday	18 September	Open Spaces Committee (review)
Monday	25 September	Planning Committee
Leaseholders Blossoms and Rec & SLAs (meetings Oct/Nov/Dec)		
Interim Internal Auditor visit		
Monday	02 October	Emergency Planning Committee
Monday	09 October	Finance (& Governance) Committee – 6 monthly review
Monday	16 October	Planning & Transportation Committee
Monday	23 October	Forward Planning Steering Group
Monday	30 October	Council Meeting
Personnel Committee to confirm staffing budgets		
Audit Review Group (private) to meet before Finance Committee		
Monday	06 November	Planning Committee/Open Spaces Committee (budgets)
Monday	13 November	Charities & Grants / CIL Board (tbc)
Monday	20 November	Finance Committee (draft budget)
Monday	27 November	Planning Committee
Monday	04 December	Council Meeting (draft budget)
Monday	11 December	Planning Committee
Monday	18 December	<i>no meeting</i>
Monday	25 December	Bank Holiday <i>No meetings – Christmas period</i>



Item 13.2

Martin Leach
Edenbridge Town Council
72a High Street
Edenbridge

TN8 5AR

7th October 2022

Dear Mr Leach

Re: Wood Boring Insect Infestation

Further to our recent site inspection, please find confirmation of our findings and recommendations. If you should have any further questions please do not hesitate to call immediately.

Survey findings

The pest specie of boring insects identified is **Furniture Beetle (commonly referred to as Woodworm)** Additional information on the biology and behaviour of the species is attached to the rear of this report, Appendix 1.

During the survey of the premises the following locations were surveyed. **Main office/Reception all rooms, Hall and adjoining rooms, Museum and attic space.** Access to all parts of the infested locations was difficult to achieve in particular the attic space within the museum, this report focuses on the exposed wood available.

Main Office/Reception :- On the top floor of this building there are many wall and ceiling timbers, all displaying signs of previous and inactive areas. There is active woodworm on a couple of beams at the far end of the room as shown on the survey. The downstairs office area also has previous and inactive bore holes, however the ceiling timbers on several beams is displaying signs of active wood boring beetle, with dust deposits present.

Hall and adjoining rooms :- The timber beams within the hall are painted and all appear to be in good condition, there is however within the cupboards current active wood boring beetle in the panelling. This is mainly due to the damp conditions. Some timbers further through show signs of inactive holes.

Museum and attic space :- The internal of the museum is the same as other buildings, ceiling and wall timbers, timber doors etc. Most within here show signs of previous inactive wood boring beetle, a small spot on a door frame on the top floor being more recent than anything else. The attic space within this building has signs of current active beetle is different places through this space, access within here is difficult in a couple of areas.

Risks associated with wood boring insect activity



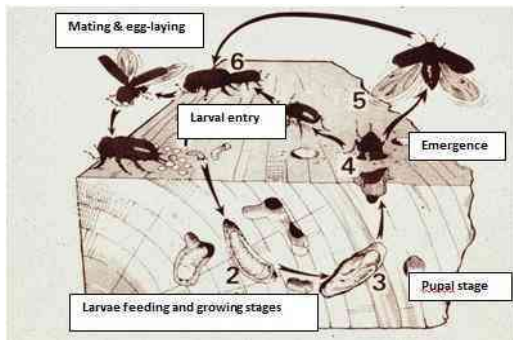
Wood boring insects, at the larval stage, tunnel their way through the wood as they grow and develop. The level of internal damage depends on the type of species present and the population numbers. Larger in size and number will obviously result in greater damage, all of which is often generally not visual from the surface.

Adult beetles lay their eggs on the surface or within cracks and gaps, allowing the larvae (also known as a grub or 'worm') to enter the internal structure of the timber. The development rate of these grubs will vary depending on the species (see appendix 1), but is usually no longer than 15 years; ambient temperature within the infested location; type of wood, dictating the level and quality of available foods and the moisture of the location.

Structural damage can occur to the infested items. The longer the infestation has not been treated or remained active, the greater the level of damage. This is particularly significant for structural supports such as roof and floor joists.

Floorboards and their supporting wooden joists are predominantly 'attached' from the underside where there may be higher levels of moisture and these locations are usually not inspected at all, let alone frequently. Infested boards and joists, where structural damage has occurred, may provide a slight bounce when walked upon or a slight dip / bowing on the floor. This bowing will also occur with roof joists.

Slender floorboards will also be most at risk as their thin cut will be weakened by long-term woodworm activity.



Complete metamorphosis

1. Eggs are laid by the adults – generally on cracks and gaps in the wood.
2. When the eggs develop into larvae (Grubs or 'Worms') they will burrow deeper into the wood and consume a mixture of foods as they develop through this stage of their lifecycle. This can take up to 15 years, depending on the species.
3. The transfer stage between the larvae eating through the wood and emergence as an adult is the Pupal phase. The insect does not eat or move during this period; temperature and moisture levels can affect the rate of development.
4. Adults emerge and start to look for a partner. Often flying to find a partner, they can also investigate other wooden surfaces in which to lay eggs and start the whole life-cycle process again.



Larvae development

During the period of development with this stage of the life cycle, the grub eats its way, al-be-it slowly, through the wooden structure.

This process can obviously weaken the structural integrity of the wood and if this should be floorboards or roof joists, this presents a significant risk.

Development rates will depend on many factors, but usually wood type / cut will affect the availability of 'food'; moisture content or ambient temperature will contribute to the length of time.

- Common Furniture Beetle: Larvae 3 – 5 years
- House Long-horn Beetle: Larvae up to 15 years
- Deathwatch Beetle: Larvae up to 10 years~
- Powder Post Beetle: Larvae up to 5 years



Areas of recommended work

Due to active beetle being present, it is recommended that all exposed and accessible timbers are treated within all buildings on the site that we were shown.

During the process we are naturally as careful and diligent as possible, covers will be laid however we ask that, all rooms to be clutter free for the process, any items left within rooms will be at customer risk, we will not be responsible for any of these items. We appreciate that some items cannot be removed for differing reasons, should any need to remain that is of significant value, please make us aware before the process and we will discuss this with you and how we can work round this. The museum is the area that comes to mind that could possibly cause some logistic issues for all.

In terms of time scale on treating, we will always advise to have any infestation treated as soon as possible as it runs the high risk of increasing and spreading to unaffected areas on the site. We understand the process of having to go through the approval process first and this quote will remain valid for 90 days for you.

Treatment actions:

Following our survey and reviewing the evidence within the property our service solution would consist of the following control options.

Prior to the application of any chemical control, we will complete a Control of Substances Hazardous to Health (CoSHH) Assessment and you will be issued with a Customer Treatment Instruction (CTI) which will provide all the necessary information relating to the treatment, our requirements in order to complete the treatment and what you will need to action in order for the treatment to be completed.

Wood boring insects all have a particular liking for damp / moist wood and as such one of the key long-term control and prevention recommendations is to reduce this capability. Repair locations where water can penetrate the building; increase ventilation in areas where moisture can accumulate, especially within bathrooms and rooms if tumble driers are operating and if the ground floor is of wooden construction if possible ensure that rafters are mounted on water-proof materials and increase the frequency of inspection within these areas.

Compression Application:

Residual insecticide will be applied under pressure, to exposed wooden locations as identified in section 1. This process applied long-lasting insecticide, which the wood will absorb past the exposed layer and act as a barrier for any potential emerging adults.

Used on larger scale treatment processes or areas where the infestation is widespread, with higher possibilities of subsequent infestations.

Brushing Application:

Page 3 of 7

Registered Office: (Please do not send cheques/correspondence to this address) [REDACTED]
Company Registration No. [REDACTED] VAT No. GB [REDACTED]



In areas where the woodworm activity is heavy, a gel type formulation will be applied in a heavier concentration and quantity. This bespoke approach allows a focused application in the areas that requires the most product, without applying significant quantities throughout the entire local environment.

Further, this process adds additional protection where any timber has become slightly damp and is more vulnerable to attack by insects, or for new timbers being installed in a damp area.

Injection Application:

This specialist treatment process overall applies smaller quantities of insecticides, as it concentrates on areas of activity, but does apply greater individual volumes – where it is needed.

This process allows smaller items of furniture to be chemically treated, while at the same time reducing the risk of staining or overuse of insecticides within the property.

Pastes and creams will be directly absorbed by the wooden structure, rather than general application to the surface.

Integrated Woodworm Control:

To simply use one method of control may be ineffective to provide an effective initial control treatment and combine this will longer-term protection.

A balanced combination of the beneficial control options will provide the longest and most effective control of the active woodworm activity.

Specific information will be provided within the treatment instructions at the start of the control process.

Fogging:

We do not recommend fogging against woodworm.

This application process will usually only fill the open space with an insecticide and rarely, if at all, actually penetrate the locations where these insects may be active. While the chemicals used are constantly being enhanced, fogging usually it has a residual value of a few days; but it is quick and cheap to apply.

Fumigation:

True fumigation for woodworm rarely exists in today's market, but it continues to sound impressive.

The primary fumigant product was removed from the market some five years ago and there is very little that has been created to replace this process.

We always recommend caution or deeper investigation of the actual process and products to be used, if anyone recommends fumigation.



Quotation

Our cost to carry out the above works will be as follows:

Item:	Description:	Cost:
Main office/reception	To treat all exposed timbers and small attic space	£1750.00
Hall and adjoining rooms	To treat all exposed timbers	£750.00
Museum and attic space	To treat all exposed timbers and attic space	£1750.00

Guarantee 10 Year Guarantee for Museum attic space only. 5 years for office/reception. 1 year for all other areas due to timbers being heavily painted/varnished

Total (Excluding VAT) £4,250.00

This quotation excludes VAT which will be charged at the rate prevailing at the time of invoice.
This quotation is valid for 90 days (E&OE)

Payment Terms: balance on completion.

Payment by BACS:



Payment by Cheque

Please make cheques payable to [Redacted] Limited and post to



Health & Safety

On acceptance of this quotation, a method statement and risk assessment will be available to you, prior to commencement of work. Site health and safety specification, site inductions, method statement and risk assessments are general until work commences, at which time, site specific risk assessments are carried out.

Looking After You

We work closely with you to understand your requirements, installing systems which are proactive in predicting where, and when, pests may compromise your home or business. We work hard to protect your home and business and strive to prevent problems re-occurring.



Appendix 1

Wood boring insect diagnosis

There are four primary types of wood boring / damaging insects in the UK:

1. The Common Furniture Beetle (*Anobium punctatum*); which is the most common of the boring insects.



Their life cycle is usually completed between three to five years, depending on environmental and wood conditions, generally preferring damp, rather than dry wood. The larval stage of this beetle looks like a small grub, is around 4-5 mm in length when fully developed and is a dirty white colour. The larval stage does the

damage inside the wood structure.

Adult beetles are about 4-5mm in length, oval in shape and reddish-brown or darker in colour. The furniture beetle's head is not visible when viewed from above, and adults do not consume wood. Flight-holes are approximately 2mm in diameter.

2. The House Longhorn Beetle; is rarer but much more destructive, mainly due to their size.



Initially confined to the South-East of the UK, with increasing imports of wood, infestations are starting to spread around the country. Lifecycle can be up to 10 years. Flight-holes are approximately 6-10 mm in diameter and mainly found in roof timbers, especially softwood, where it feeds on the sapwood.

3. Death-Watch Beetle; which is the one that sounds the worst!



Adult beetles are between 7 – 10 mm in length and the larvae up to 13 mm; taking up to 10 years to reach adult maturity. The beetles much prefer very damp conditions, on hardwoods such as oak, ash or sweet chestnut, especially if a fungal decay such as wet-rot is also present.

To attract a mate, they 'tap' to make a ticking sound that be heard in old buildings, especially during summer months. Perfect conditions existed within medieval 'hospitals' where superstitious occupants, who heard this tapping during the quiet of the night, associated the sound with an omen of impending death.

4. Powder post beetle; which is typically only found in wood containing sufficient levels of starch.



The smallest of the borers, the adult is around the size of a match head and dark / reddish in colour. Preferring materials such as ash, elm, sycamore and oak, where the larva will mature anywhere up to around 5 years.

Adults prefer 'splits' in the wood to lay eggs and allow easier access into the structure and they generally do not create significant flight-holes, but with enough time reduce the structures to a fine powder.



How to detect active wood boring insects.

Generally, all wood boring insects are referred to as 'Woodworm' – this is the common name applied to the larvae or grub that develops within the wooden structure.

Flight-holes:

It is extremely rare to see the developing grubs, often it is the evidence left by the adult that raises awareness to an active infestation. Once the larvae have reached maturity inside the wood, they tunnel to the surface and emerge looking for a partner; the resultant hole created is known as a 'flight-hole'.

NOTE: These holes do not mean that the insect activity has now become inactive, if anything discovery of new flight holes is the time to act, as the adult may return to lay eggs and start the whole life-cycle again. Fresh flight holes will have a golden appearance within the wood tunnel, whereas older flight will be darker in colour.

Fresh flight-holes will also show signs of 'frass', which looks like fine sawdust around / directly below the affected areas.

Structure damage:

As woodworms develop, they damage the internal structure of the wood; this can result in weak and damaged flooring timber, which will give the wooden floor a slight 'bouncy' feel. Within attic timbers, where woodworm has been active for a number of years, the joists can start to bow with the weight of the roof / flooring.

Sightings:

Adult beetles, when they emerge are predominately looking for a partner to reproduce with. However, they are also attracted to the light and as such can be found on internal window-sills. Often their dead bodies are found on the floor – however they also have a very similar appearance to a different insect known as 'Biscuit Beetle' – which do not infest wooden structures and are treated in a completely different way.

Furniture:

Woodworm prefer environments that are tucked out of the way, to allow them to complete their life-cycle. However, they will of course also infest furniture, which is often the usual time that woodworm flight holes are noticed.

If you have woodworm in your property or furniture and you have other timber in the house, which may offer a better environment for the adults to lay their eggs, they will find it! So, it is much better to treat when you see evidence of woodworm.

Woodworm and Damp conditions:

Conditions do not need to be 'damp' for woodworm to survive, but they do prefer environments where the wood is moist. Therefore, floorboards or loft timbers that are higher in moisture content, either through leaking gutters or areas of high-water condensation are principal location for woodworm

NABMA

the voice of markets

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Blachere Illumination UK



ONE DAY CONFERENCE

MARKETS *Activating* High Streets

Incorporating

THE GREAT BRITISH MARKET AWARDS 2023

(sponsored by Market Place)

The Macdonald Burlington Hotel
Burlington Arcade, Birmingham

Thursday, 26th January, 2023

10.00am to 3.30pm





OUR INVITATION

As markets continue to rebuild coming out the pandemic, then our popular one-day conference will discuss the many challenges and opportunities being faced by the high street, with a look to the future and how it will reactivate itself. Importantly we will look at the status, role, interaction, and influence of markets.

We are delighted to promote this conference with the ATCM (Association of Town and City Management)

For 2023, we return to our conference venue to the Macdonald Burlington Hotel, in the centre of Birmingham.

The economic crisis is impacting on all of us. The decline in the high street continues because of squeezed income; the shift to online shopping; rising overheads; store closures; persistently empty high street shops and reducing footfall.

The big question for our industry is where do markets fit in this reactivation agenda and are they valued by government and high street partners?

The government is promoting its levelling up strategy with the strong focus on communities and resetting relationships between central and local government. At the same time huge investment is being made available to make high streets and town and city centres fit for purpose with large funding



Councillor Mick Barker, NABMA President

pots and access to expertise and hands on support.

Recently, we have heard how industry experts have linked markets to help combat change. With their understanding of the supply chain and the ability to innovate, then do markets provide a more sustainable retail model with less reliance on buildings?

As the high street experiences vast change, then, similar challenges are faced by markets and market people. Can the retail sector now reshape itself with markets as a foundation and

is the local market the route for establishing the new entrepreneurs to help the high street survive?

Add to the discussion the headlines from the NABMA Retail Markets Survey 2022 indicating a worrying fall off in market finance, trader numbers, stall occupancy and footfall.

This Conference will help us focus on many of the agendas that markets can support. It is also celebrating the Great British Market with its public vote to help decide Britain's Favourite Market 2023.

As always, our thanks are extended to Blachere Illuminations UK for their generous sponsorship of the Conference.

I look forward to meeting you at Birmingham in January.

OUR CONFERENCE VENUE

The Macdonald Burlington Hotel is in the centre of Birmingham and is just a 2-minute walk from New Street Station. It offers a luxury hotel experience in the grandeur of a magnificent Victorian building.

<https://www.macdonaldhotels.co.uk/our-hotels/the-midlands-wales/birmingham/macdonald-burlington-hotel>

The NCP New Street Multi-storey car park with post code B5 4AN has 24 hours per entry.

There is also parking available at post code B4 6DG which is a short 9 minute walk from the hotel.



CONFERENCE OFFER UNTIL 31st DECEMBER 2022

Are you a Member of NABMA, ATCM or NMTF?

If you are then book before 31 December and your delegate rate will be £150 that includes refreshments and a two-course hot lunch.

We also offer three delegate places for £375. (All fees are exclusive of VAT).

Places are strictly limited so book early.





DRAFT PROGRAMME HEADLINES

High Street Task Force – Reactivating the High Street

The High Street Task Force is challenged with supporting communities and local government to transform high streets. We look at the current policy framework for delivering vital and vibrant high streets and what role can markets play as part of connecting communities and creating resilient liveable places?

Market Research – A New Agenda for Markets

Leeds University have completed a major research project around community hubs and inclusive communities that offer a new agenda for markets that provide the essential goods, services and facilities which provide the foundations of economic and social life.

Markets and Business Rates

The National Valuation Unit, VOA, will talk business rates. As we seek to understand the impact of the Rating Valuation 2023 we look at the emerging issues and try to answer your questions.

A Market Fit for the Future

Barnsley Market sits at the heart of a £210 million transformation called The Glass Works that aims to make the town the go-to destination for shoppers and leisure seekers. The market has been the subject of huge national media attention described as a 21st century blend of digital and face to face shoppers. We look at the journey and the outcomes.

Why is Footfall Evidence Important?

PFM Intelligence look at the importance of statistical information; how it can be collected and shared and the interaction between high street and market comparisons.

Markets Supporting High Streets and Communities

We share good practice from NABMA award winning markets and others that have received government investment for regeneration.

Market Place Great British Market Awards 2023

The awards ceremony to announce the winners of the various categories and, of course the prestigious title of Britain's Favourite Market, will be a focus of celebration.

The NABMA National Retail Survey 2022

We revisit the headline messages from this important survey. What additional work is needed to address the issues?



THE WINNER IS ...

The seminar will also be used to announce the winners of the
GREAT BRITISH MARKET AWARDS 2023.

Meet Our Sponsor

Blachere Illumination UK has an international reputation as the leading supplier in outdoor Christmas and festive lighting. We pride ourselves on our high standards of customer service, quality of product and energy efficiency.



As the leading supplier and manufacturer of outdoor Christmas Lighting we specialise in bespoke lighting creations as well as the more traditional Christmas lighting displays and we project manage each installation to ensure complete customer satisfaction.

No outdoor Christmas lighting display is too small or too big and we can offer competitive hire terms, tailor made one-offs and all or part of our full comprehensive service including design, installation, maintenance & storage.

To receive more information contact our UK customer services team.
Blachere Illumination UK
Gladstone Place, Ladybank, Fife, KY15 7LB, United Kingdom.
Phone: 01337 832910 Fax: 01337 832919 Email: info@blachere-illumination.co.uk

Delegate booking form

Event: **Markets Activating High Streets - One Day Conference**

Name of Authority/Organisation:

Address to which delegate information to be sent:

.....

.....

Postcode: Telephone: Fax:

E-mail:

Delegate(s) Name(s) and Designation(s)

1.

2.

3.

- Please pay full fee (or official order no. to be provided) at time of booking.
- Full fees will be forfeited upon cancellation within two weeks of event.

Early Bird Booking – Before 31 December 2022

£150 + VAT per delegate as NABMA and NMTF Members

Book for 3 NABMA and NMTF members for a concessionary rate of £375 + VAT if booked at the same time.

£200 + VAT per delegate for non NABMA and NMTF members

Late Bookings – after 31 December 2022

£175 + VAT per delegate for NABMA and NMTF members

£225 + VAT for non NABMA and NMTF members

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