



**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.*

<b>1 - To Receive Apologies for Absence</b>	4
<b>2 - Declaration of Interests or Predetermination</b>	4
<b>3 - Public Questions and Statements</b>	4
<b>4 - To Receive, Adopt and Sign the Minutes of The Council Meeting Held on 03 October 2022 (9783-9790)</b>	4
<b>5 - To Receive County and District Councillor Reports</b>	4
5.1 - County Councillors	4
5.2 - District Councillors	4
<b>6 - To Adopt the Following Reports/minutes of Meetings</b>	4
6.1 - Planning Committee	4
6.2 - Forward Planning Steering Group	4
6.3 - Finance Committee	4
6.4 - Open Spaces Committee	5
6.5 - CIL Board	5
6.6 - Personnel Committee	5
<b>7 - To Receive Recommendations from Committee Meetings</b>	5
7.1 - Forward Planning Steering Group 31 October	5
7.1.1 - Recommendation to increase the Precept to fund the new projects in the budget 2023/24.	5
7.2 - Personnel Committee 03 November	5
7.2.1 - The RFO to undertake the SLCC CiLCA qualification £410, plus training costs £340, plus vat	5
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	5
7.2.4 - To continue with the two new appointments (May 2022), initially appointed on 1- year contracts	6
<b>7.3 - Finance Committee 10 October</b>	<b>6</b>
7.3.1 - To transfer the full balance from Lloyds Bank account into the Council CCLA account, and close the account	6
7.3.2 - To note: under delegate authority, resolved the legal fees of £1000 towards the potential Land transfer if required.	6
<b>7.4 - Finance Committee 14 November</b>	<b>6</b>
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)	6
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	6
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	6
7.4.4 - To receive the Internal Auditor's interim (October) report	6
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)	6
7.4.6 - To receive the draft budget 2023-24 recommendations	6
7.4.7 - To receive the Precept recommendations for 2023-24 to achieve a balancing budget	6
<b>8 - To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports:</b>	<b>6</b>
8.1 - Clerk's report	7
<b>9 - Insurance: To Receive an Update on The Buildings' Insurance Costs Following the Buildings Valuations</b>	<b>7</b>
<b>10 - Budget 2023-2024</b>	<b>8</b>
10.1 - Grants budget: to consider transferring the 2022 unallocated funds of £1,290 to a reserve code for future requests	8
10.2 - To receive the consolidated balance sheet up to 31 October 2022 includes the reserves totals (Ear marked and General Reserves)*	8
10.3 - To consider the recommendation on the proposals for the budget 2023-24**	8
10.4 - To consider and confirm the Precept recommendation for 2023-2024	8
10.5 - To confirm the recommendation for the reserves for 2023-24	8
<b>11 - Draft Local Plan – Regulation 18</b>	<b>8</b>
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	8
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	9
<b>12 - Matters Arising from The Minutes for Report and Not Elsewhere on The Agenda</b>	<b>9</b>
12.1 - To receive an update on the Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction) 40-mph buffer zone scheme	9
12.2 - To note: Remembrance Sunday attendance to Wreath Laying ceremony and Church Service	9
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)	10
12.4 - Edenbridge Dementia Friendly: To receive an update on a new initiative in collaboration with other partners	10
12.5 - SDC Annual Liaison Meeting – Thursday 27 October – to receive the draft minutes	11
12.6 - Civility and Respect Pledge	11
12.7 - To receive an update on King Charles III Coronation 2023	11
12.8 - To note: meeting schedule dates 2023 (amended)	12

12.9 - To consider funding tourism promotion board/poster for the Town Station Waiting Room wall of up to £1,500	12
<b>13 - Other Business Including Items Referred from Committees for Decision</b>	<b>13</b>
13.1 - To consider a resident's request for new access on to Recreation Ground (pathway to Pavilion) from private rear garden	13
13.2 - To receive a report on 'wood boring insect infestation' at Doggetts Barn and Church House	13
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	13
13.2.2 - To approve closing the office for one week to allow emptying the office to enable works for the infestation treatment	13
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	13
13.4 - CIL Board: to consider if the CIL Board should have a minimum limit of funds available before allowing CIL bids	14
<b>14 - Consultations</b>	<b>14</b>
14.1 - Sevenoaks District Regulation 18 Local Plan consultation	14
14.2 - Kent Fire and Rescue Service - Safety and Wellbeing Plan 2023	14
14.3 - Kent County Council Gypsy and Traveller Site Pitch Allocations Policy	14
14.4 - Kent County Council Kent Minerals and Waste Local Plan 2023-38	15
<b>15 - To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies</b>	<b>15</b>
<b>16 - To Consider Any Press Releases</b>	<b>15</b>
<b>17 - Matters for Future Agendas</b>	<b>15</b>
<b>18 - [CONFIDENTIAL] To Receive an Update on Land Outside the Police Station Where the Council's Flagpole Sits</b>	<b>15</b>
<b>19 - Date of Next Meeting</b>	<b>15</b>

1 **To Receive Apologies for Absence**


2 **Declaration of Interests or Predetermination**

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

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