



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 16 Jan 2023 | Short 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 16 January 2023 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
11 January 2023

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 17 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**

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

Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To Receive, Adopt and Sign the Minutes of The Council Meeting Held on 05 December 2023 (9829-9836)**

[📄](#) Full Council | 05 Dec 2022 v.1 | Minutes (Pages 9829 to 9836)

[📄](#) Charities & Grants | 28 Nov 2022 v.1 | Minutes (Pages 9828 to 9828)

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 & Transportation Committee**

12 December (9837-9840) Planning Committee

09 January (9841-9843) Planning Committee

[📄](#) Planning and Transport | 12 Dec 2022 v.1 | Minutes (Pages 9837 to 9840)

[📄](#) Planning and Transport | 09 Jan 2023 v.1 | Minutes (Pages 9841 to 9843)

6.2 **Charities and Grants Committees**

28 November; Public Recreation Ground Blossoms Park(9825);
The Recreation Ground Lingfield Road (9826);
The Norman Foundation (9827);
Grants (9828)

[📄 Charities & Grants | 28 Nov 2022 v.1 | Minutes \(Pages 9828 to 9828\)](#)

6.3 **CIL Board**

21 November (9821-9824)

[📄 Community Infrastructure Board | 21 Nov 2022 v.1 | Minutes \(Pages 9281 to 9284\)](#)

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

7.1 **Clerk's report**

[📄 Annex 1: Clerk's Report Jan 2023](#)

7.2 **Buildings Manager**

[📄 Annex 2: Buildings Report January 2023](#)

7.3 **Community Warden**

[📄 Annex 3: Community Warden Report Jan 2023](#)

8 **To Approve Budget and Precept 2023-2024**

8.1 **To formally approve the draft budget and Precept for 2023-24**

Copy of the draft budget statement was published on the website December 2023 following full Council approval

At the December meeting, Members considered the draft budget, Council reserves and recommendation for the Precept 2023-24, to confirm at the January meeting following publication of the recommendation. Members resolved to increase the Precept by 5% to £689,182. With the current 'tax base' of 3,819.62 (the figure used to calculate the Band D proportion of the Precept council tax) this would have been an increase to the Band D equivalent property of 0.71p monthly /or £8.59 per year (the total annual Band D equivalent would have risen to £180.43).

However, the tax base has now been confirmed: 2023-24 estimated at 3,891.91.

To maintain a 5% Precept increase, with the new tax base figures, a Band D equivalent property would increase by 0.43p per month or £5.24 annually, the total annual Band D equivalent would therefore rise to £177.08 - an increase of 3.05%.

This was published in the December website statement.

(If Council was to apply the 5% to the tax base the Precept would be £702,217.)

Do Members approve the full draft budget and the Precept recommendations as published in the December statement?

9 **Draft Local Plan – Regulation 18**

To note: the Council's response to Sevenoaks District Regulation 18 consultation has been submitted as published on the website

<https://www.edenbridgetowncouncil.gov.uk/have-your-say-on-local-plan-that-will-shape-edenbridges-future-2/>

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

10.1 **Churchyard/Market Yard Wall: To receive an update following the Church 5-year Diocesan report and consider how Council would like to proceed**

The 2022 Diocesan Quinquennial (five-yearly) report noted the north (Market Yard) boundary wall required patch pointing near the top and has open joints to parts of the brick coping. No mention was made of the alignment of the wall, which had been raised by the previous inspection.

The results of a further survey at that time prompted the council in 2018 to instigate the process for repointing, and proposed rebuild of a section at the western end of the wall. This involved obtaining a Faculty from the Diocese, and planning consent for Listed Building alterations. For a variety of reasons (including the Covid Pandemic in 2020) the works did not progress after the SDC planning consent was finally granted in October 2019. Both consents have now expired, but funding remains ear-marked for the works.

In view that the current new report has not highlighted any other concerns with this wall (which borders the wildlife area created by the Church) would indicate that any risk with wall is low.

Options:

1) to continue to monitor and carry out repointing works as noted in the current report (and overseen by the Open Spaces Committee)

2) to reapply for planning permission, a new faculty and obtain a new quote to rebuild the western section of the wall

How do Members want to proceed?


10.2 **Food Bank: to receive an update on the Food Bank and to consider continuing supporting the Food Bank arrangements to run out of Rickards Hall on Tuesday mornings**

Update: The people attending the Food Bank has increased during the past year. In

summary this year (22-23) has seen about a 63% increase, with a 100% increase on the unique clients. To summarise the figures (see attached confidential report for details), the initial year was 89 households. 2021-22 was 441 households; and for 2022-23 (10 months) is 532 households. In a recent email, the Food Bank asked to pass its thanks and gratitude onto the council for their support of the foodbank. Having the foodbank at Rickards is ideal and so helpful, especially with the storage facility being on the same site.

Rickards Hall: In January 2021 the Council resolved to support the Food Bank and to allow it free use of Rickards Hall for one morning a week, free of charge. January 2022 Council resolved to continue this support.

Do Members confirm continued use for Rickards Hall on Tuesday mornings, free of charge, for the Food Bank? Do Members want this to continue to be reviewed annually?

 Confidential Annex 4 (omitted from public documents): Food Bank Report

10.3 **To receive an update on a second report on 'wood boring insect infestation' at Doggetts Barn and Church House and approve expenditure for second quote £345**

At the December meeting Members received a detailed report on wood boring insects which are present in the Council's three listed properties.

A letter has since been sent to the Museum to inform them and I have said that I will keep them informed and discuss how any treatment works can be managed. The works will create logistic issues for both Council and the Museum, but the recommendation is that all three buildings will require infestation treatment as soon as reasonably possible, as if left untreated runs a high risk of increasing and spreading to unaffected areas. There is visual evidence of infestation.

What I don't know, is if the works could be done in phases at the museum or even postponed to early 2024. This will be asked once a decision has been made on treatment.

Members requested a second quote and opinion. We have approached four extra companies to provide a second opinion. Only two have come back and said that they would charge an initial fee for a survey, £345 plus VAT being the lower of two. Also see 10.2.1.

How do Members want to proceed?

10.3.1 **To reconsider initial advice and approve the expenditure of £4,250 plus vat, for all the exposed and accessible timbers to be treated within the buildings on site**
(quote may vary slightly as out of the 90-day offer)

Having discussed this with the Buildings Manager and in view of the difficulty to get a second quote (and cost), the opinion is that the initial quote and assessment are reasonable.

Do Members want to proceed with this quote (which is now out of the 90-day acceptance offer so there may be a slight increase)?

10.4 **To receive an update from the Working Group on its preparations for King Charles III Coronation 2023**

Verbal report at meeting.

10.4.1 **To consider approving the expenditure of up to £5,000 on a Coronation celebration event**

11 **OTHER BUSINESS including items referred from Committees for decision**

11.1 **Website: To approve the expenditure of up to £2,000 for a review, redesign of the Council's website and migration of current data**

This has been brought forward due to changes with the current software version limitations and Accessibility requirements.

Week 09 January there was an issue with the calendar in WordPress due to plugin updates causing issues with uploading documents (minutes and agendas). This has since been resolved with the help of Cllr Aldridge.

This has prompted to consider bring forward the review of the existing website and redesign (this has been on the agenda/forward plan since before 2019). Also, with the Communicatians Officer now onboard, this is something she can help with and work with the designer. I have approached the website designer of previous council projects including the visitedenbridge site, who is also very helpful with any general issues/questions we have. The estimate proved (*please see confidential paper attached*) is reasonable and below previous quotes for the tourism site.

This would remain hosted by PSTech and the Council officers maintaining the content.

However, I have approached a website designer company who are an experienced provider of Council and Local Authority websites in the UK an alternative approach and quote.

Another consideration for bringing forward the redesign of the website is to meet Accessibility regulations. The Council's website was upgraded to comply, but the layout of some of the pages and presentation do present Accessibility issues.

- From September 2018, public sector bodies have had a duty to create websites and associated content that meets accessibility standards.
- The legislation recognised that full compliance can take time, disabled users need to anticipate potential issues and support needs. Therefore a second

Both requirements - meeting the standard and a standardised accessibility statement - are checked by randomised audits by Central Digital and Data Office (CDDO). 2020-21 sample included Simplified audits (593) and Detailed audits (19).

Do Members support the review and redesign of the website? Do Members approve a budget of up to £2,000 for the website redesign project?

NB: The Council's contingency budget £10,000. To date £4,250 provisionally on hold for infestation works. Unallocated balance: £5,750.

📄 Confidential Annex 5 (omitted from public documents): Website Quote BD

📄 Confidential Annex 6 (omitted from public documents): Website Quote VICT

11.2 **Logo and branding: to consider approving the expenditure of £650 to create a suitable Council logo and branding with usage guidelines document on putting visual identity into practice**

As part the Communications strategy review, Davina raised with me back in the summer the recommendation for the Council to consider its logo and presentation of it, and branding. In view of other projects which include producing notices and posters we believe that this should be considered now. This would also fit with the potential review and redesign of the website.

Two quotes were obtained: 1) £2,500; 2) £650. The recommendation would be to proceed with the lower quote (see confidential paper attached). It includes:

- Visual identity in full colour / greyscale / reversed and minus background as agreed with you, in the following formats:
- Original vector files (.ai or .eps) for print High resolution raster files (.tiff) for print use Low resolution raster files (.png or .jpeg) for web and online use
- Usage guidelines document on putting the visual identity into practice
- All fonts used
- Any further formatted outputs (e.g. letterheads, email footers) as agreed by you at inception (N.B. certain options may incur additional costs)

Attached are some examples of other council logos to give an idea of what we might want to aim for. Here is a link also to the New Forest National Park Authority's brand guidelines as an example of a complete branding package:

Corporate-Identity-Guidelines.pdf ([newforestnpa.gov.uk](https://www.newforestnpa.gov.uk)). An authority of our size would perhaps aim for a more simplified version, as it's not just about having something in place, but also the reality of whether people will be able to implement the guidance. But we thought it might be useful so that members can understand the importance of having an identity/"brand" and how this will help ETC establish more credibility and recognition for our work. Council would be presented with the proposals to approve.

Do members support approving the expenditure of £650 to create a suitable Council logo and branding with usage guidelines document on putting visual identity into practice?

🔗 <https://www.newforestnpa.gov.uk/app/uploads/2018/06/Corporate-Identity-Guidelines.pdf>

📄 Confidential Annex 7 (omitted from public documents): Visual Identity Development

📄 Annex 8: Logo Examples

11.3 **To consider renewing The Swan Inn as an Asset of Community Value; the current listing is in place until September 2023 (a listing is valid for 5-years)**

In 2018, the Council submitted an application to SDC to include The Swan Inn on the register of Assets of Community Value. Further details on this are available of the SDC Community Rights website

Do Members support renewing the listing of The Swan Inn and submitting a new nomination form?

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

12 Annual Town Meeting

Monday 20 March - to agree the agenda, invited speakers and set a date to review the content

The WI Hall has been booked for the ATM, from 5.00pm - 9.30 pm; this will allow time for setting-up. A nominal fee has been agreed. Following previous format: Registration at 6.30 pm with presentations commencing at 7.00 pm, close at 9.00 pm.

What topics would Members like to table for the agenda and potential speakers to invite? Which local organisations do Members think may like to have a display.

To nominate a small group of Members to prepare the agenda and presentations for the meeting, and to set a date to prepare the agenda.

13 Consultations

13.1 Levelling-up and Regeneration Bill

Reforms to national planning policy consultation – closing date 02 March 2023

https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy?utm_medium=email&utm_campaign=govuk-notifications-topic&utm_source=d654459f-23ad-4bf8-a121-e25cbe674d90&utm_content=immediately

13.2 Kent County Council Developer Contributions Guide

Closing date 02 February 2023

<https://letstalk.kent.gov.uk/developer-contributions-guide>

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

14.1 PACT – 09 January

14.1.1 To receive a request to consider if Council would support ‘in principle’ ANPR cameras for the High Street

(Town Council does not have powers to install or use ANPR)

This is a request from the PACT meeting. There are currently two of these cameras on Main Road supported by the Council and installed by the Police. They do not record speed, they are used by the Police, and the Council does not have the powers to pursue or install these.

14.2 Other meetings

15 **To Consider Any Press Releases**

16 **Matters for Future Agendas**

In view of the confidential nature of the agenda item 17 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

17 **[CONFIDENTIAL] To Consider the Potential for A New Improved Skate Park Facility**
Confidential item omitted from public papers.

18 **Date of Next Meeting**
06 March