



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 06 Mar 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 6 March 2023 at 7:30 pm, which Councillors are summonsed to attend.

Members of the public are welcome to attend.

Town Clerk
1 March 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 agenda items 17 and 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 16 January 2023 (9844-9849)**

 Full Council | 16 Jan 2023 v.1 | Minutes (Pages 9850 to 9852)

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 - 23 January (9850-9852)
- Planning & Transportation Committee - 30 January (9855-9860)
- Planning Committee – 20 February (9877-9878)

 https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-59/?mc_id=793

 https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-transportation-committee-69/?mc_id=760

 https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-46/?mc_id=765

6.2 **Finance and Governance Committee**

- 23 January (9853-9854)

6.3 **Emergency Planning Committee**

- 6 February (9861-9863)

https://www.edenbridgetowncouncil.gov.uk/mc-events/emergency-planning-committee-17/?mc_id=749

6.4 **Personnel Committee**

- 20 February (9874-9876);
- 27 February (9879)

https://www.edenbridgetowncouncil.gov.uk/mc-events/personnel-committee-7/?mc_id=796

https://www.edenbridgetowncouncil.gov.uk/mc-events/personnel-committee-8/?mc_id=797

6.5 **Open Spaces Committee**

- 13 February (9864-9873)

https://www.edenbridgetowncouncil.gov.uk/mc-events/open-spaces-committee-3/?mc_id=751

6.6 **CIL Board**

- CIL Board – 27 February (9880-9882)

https://www.edenbridgetowncouncil.gov.uk/mc-events/cil-board-6/?mc_id=756

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](#)

8 **To Receive Recommendations from Finance and Governance Committee Meeting on 23 January**

8.1 **To Note: The Precept Request for 2023/24 (as Approved by Council 16 January) Has Been Submitted to SDC and Confirmed**

Do Members have any further comments?

9 **To Receive Recommendations from Personnel Committee Meeting** **Do Members Support and Approve the Recommendations by The Personnel Committee, Items 9.1 through to 9.8?**

[Confidential Annex 2 \(omitted from public documents\): Personnel Committee Minutes 20 Feb 2023](#)

9.1 **To ratify the expenditure of £375 plus VAT for an Occupational Health Assessment**

9.2 **To Confirm**

- Communications Officer be offered an ongoing continuous employment contract with the usual Council benefits
- Market Officer to extend the fixed term contract, on annual review, for up to a further 3-years. This is to reflect that the Council management for the Market remains under review

9.3 **To allow up to three days leave to be carried-over to 2023-24, but not to be rolled-over to the following leave year (2024-25)**

9.4 **To Investigate the Potential of A Grounds Person Apprenticeship**

9.5 **To Provide a Training Budget of £750 for The New Buildings Manager**

9.6 **The Annual Expenditure of £657 Plus Vat to Learning Nest Platform on A 3-Year Agreement; This Would Provide for Up to 15 Employees**

9.7 **Staff Changes as Outlined in The Minutes Items 5.3 and 5.7**

Due to the sensitivity and confidential nature of proposed staff changes, details are outlined in the Personnel Committee minutes 20 February (confidential document until staff involved have details confirmed)

9.8 **To Adopt the Updated Council's Template Contract of Employment as Reviewed by Work Nest**

 Confidential Annex 3 (omitted from public documents): Personnel Committee Minutes 27 February 2023

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

10.1 **To Note: The Main Road Marlpit Hill (Hilders Lane/Hillcrest Road Junction) 40-Mph Buffer Zone Scheme Was Installed Mid-February**
Do Members Have Any Further Comments?

10.2 **Edenbridge Dementia Friendly**

To receive an update on a new initiative in collaboration with other partners following its official launch.

Hosted by the Manor Care Home, and introduced by Elaine Murray of the Kent Dementia Action Alliance, and Forget-me-not café for Sevenoaks District, Building Bridges for Dementia Friendly Edenbridge was launched at an evening event on 9 February. Businesses and organisations can sign-up via the link on the Council's website. Those that sign-up to

take the Pledge will be offered training; two sessions have been pencilled in for March. The Council will be signing up to take the Pledge. A new 'Edenbridge Dementia Action Alliance' logo will be issued to those that take the Pledge which can be displayed in premises window and used on emails and other literature.

The Communications Officer posted feedback from the launch and has further posts on the initiative planned.

<https://www.edenbridgetowncouncil.gov.uk/edenbridge/dementia-friendly/>

10.3 **To receive an update on transition of the new IT Storage (SharePoint) System. Following recent office closure days to support this; and to approve further closure days to facilitate this ready for live transition in April**

The Council office closure for a day a week during January and February to provide necessary time for the IT SharePoint transition project has been invaluable, but due to other pressing issues this time was not fully utilised for this project. PS Tech will start actual move over in April. To aid this, it would be helpful to continue the arrangement of office closure through March and early April.

Do Members support closing the office further one day a week across March and April to enable the IT transitioning?

10.4 **To Receive an Update on Planned Treatment Works for 'wood Boring Insect Infestation' at Doggetts Barn and Church House (following Resolutions December & January)**

A meeting with the contractor has enabled us to confirm the work to the three buildings in three separate phases and to minimise the impact on hall hirers and potential hall revenue losses. The treatment works take longer if painted than sprayed, and sensitivity will be given to the different areas and an effort to minimise staining on paint work. We have considered the Museum needs and liaised with them. Rickards Hall will be booked out to allow storage for both phases for the Office and Church House. Dates:

Phase 1 – Rickards treatments

Wednesday 10 May for clearing. 11 and 12 May for infestation treatment.

Phase 2 – Doggetts Barn

Rickards Hall closed 1.00 pm Wednesday 23 May (for office to load in to) to 4 June.

Thursday 25 and Friday 26 May office infestation treatment works.

27 May through to 4 June inclusive to allow also for office redecoration. This period coincides with school half term so will not affect the regular dance classes.

(Office staff will work from home during this period, and from 2 June start to move items back into office).

Phase 3 - Church House (Museum)

Monday 22 to Thursday 25 January 2024 for treatment works.

Rickards Hall closed 19 January from 12.30 pm through to Sunday 28 January


10.4.1 **To Note: Rickards Hall and Council Office Closure Dates to Facilitate the Three Treatment Phases**


Do Members confirm the block bookings for Rickards Hall: 10 May (pm) to 12 May inclusive; 23 May (pm) to 4 June inclusive; 19 January (pm) to 28 January inclusive?

10.5 **Under the 10-Year Maintenance Plan, to Confirm the Redecoration of The Council Office and The Expenditure of Up to £3,800**

(budget allowance was moved in to reserves for 1 April 22).

Redecoration of the Council office is in the 10-year maintenance plan and since 2018 has been moved forward each year. Last year the funding allocation was transferred to reserves (part of £19k moved into Buildings 10-and-30 year reserves). The difficulty of the office redecoration is the logistics. With the infestation works, the proposal is to have this done during the same period, and this will also allow for any stains from the treatment works to be covered. Three companies have quoted. Quote A £3,800; quote B £3,120 (plus internal cupboard doors); quote C (not yet received).

 Confidential Annex 4 (omitted from public documents): Decorating Quote A

 Confidential Annex 5 (omitted from public documents): Decorating Quote B

10.6 **To Note: The First Aid at Work Training Dates and Office Closure (limited Access) on Those Dates**

Wednesday 26, Thursday 27, and Friday 28 April.

At the July Council the expenditure of £1,395 plus VAT, for in-house training Level 3 First Aid at Work training course for six delegates was approved. I have since found a trainer who deliver this at £1,350 for up to 12 delegates. This would allow all office and groundstaff to attend. This could mean that there is limited or no office cover, and the office may need to close.

Do Members support all staff to have the full First Aid at Work training and close the office for 3-days?

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

10.7.1 **To Consider Approving the Expenditure of Up to £5,000 (as Budgeted) Plus an Additional Amount (est. up To £7.5k) Taking from General Reserves, for A Coronation Celebration Event/activity**

The Working Group has been investigating the viability of an event for the Coronation. They have obtained three quotes (plus vat) (*attached as confidential papers*). Quote A £13,591.50; quote B £10,486.50; quote C £905 (this last quote is not clear as what is covered). The Working Group will give a verbal presentation at the meeting.

Proposals:

1. To appoint an event organising company to deliver and manage full event
2. ETC staff and councillors to organise an event
3. To provide bunting/street part pack offer to any street organising their own event
4. Do nothing

Insurance for Coronation events has been summarized in a document (attached) issued by the Councils insurer. To clarify the position of the Council, we have checked with the insurer who say:

“the company organising the event will need to carry out the risk assessment and have public liability insurance in place for the overall event and our policy will provide public liability for the land and any other responsibilities the Council have.

If Council-volunteers and staff or Councillors are attending the event to assist the organisers of the event, they should ideally be covered by the organiser’s respective insurance policy for public and employers’ liability (probably as volunteers on behalf of the event organisers). However, if the Council are happy to accept responsibility for the staff, volunteers and councillors attending the event to assist the organisers, our policy will continue to provide public and employers’ liability for them but we would suggest caution unless they are attending on behalf of the Council, or the Council has all, or most of, the control of their duties and carry out their own risk assessment to this effect”.

How do members want to proceed?

- 📄 Confidential Annex 6 (omitted from public documents): Coronation Event: The Big Lunch ETC Call
- 📄 Confidential Annex 7 (omitted from public documents): Coronation Quote A
- 📄 Confidential Annex 8 (omitted from public documents): Coronation Quote B - Proposal
- 📄 Confidential Annex 9 (omitted from public documents): Coronation Quote B
- 📄 Confidential Annex 10 (omitted from public documents): Coronation Quote C
- 📄 Annex 11: Gallagher Insurance - Coronation Events

10.7.2 **To receive a request from Marsh Green Community Committee for permission to hold a ‘party on the green’ on Coronation Sunday 7 May 2.00 pm – 10.00 pm; and to grant permission for this to be held under the Council’s TN8 event licence covering music**

Marsh Green Community Committee has filled in an Open Spaces Hire Agreement to accompany the request, and provided an event plan and an interim risk assessment. (The latter will be updated nearer the time). The committee will be erecting their marquee, and will provide music and PA system. Village residents participating will bring their own tables, chairs, food and drink.

Do Members grant Marsh Green Community Committee free hire (as a community event) of Marsh Green for its Coronation Sunday event and use of the Council’s TN8 event’s licence covering music, subject to standard conditions of hire – which includes evidence of completed Risk Assessment and events insurance?

10.8 **To receive an update on an unauthorised access gate at the Recreation Ground (pathway to Pavilion) from private rear garden and to**

10.8.1 **To Ratify £1,500 Expenditure for Legal Fees for Investigation and Letter to The Resident and Other Third Parties**

10.8.2 **To Approve up To £1,500 for Written Correspondence to Surrounding Properties to Clarify and Confirm Residents Backing on To Council Land Do Not Have Permission to Create or Have Their Own Private Access on To Council Land**

Reference (not part of papers) - Confidential email circulated 27 February outline the issues, advice from solicitor and proposal; and email copy of solicitor's letter.

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

11.1 **To receive a proposal to pilot a new app for production of Council meeting agendas, papers and minutes which also ensures Accessibility compliance, commencing from May 2023**

For the past three years I have been discussing (on and off) with Cllr Aldridge options to improve the presentation of the Council's agendas and minutes, and how can we improve the efficiency in producing them. Cllr Aldridge has created a tool/app which will do just this, as well as improved searching on resolutions across all meetings. An example will be circulated as confidential papers. The new format also provides better Accessibility compliance. *A verbal presentation will be given at the meeting.*

Do Members support a pilot of the new app for production of Council meeting agendas, papers and minutes from the first meeting of the new Council?

11.2 **Twinning Association 50th Anniversary Celebrations – Weekend 12-14 May: To Approve the Flying of The French Flag on The Town's Flag Pole**

It is the Twinning Association's 50th Anniversary this year, and its final year of meeting. For its 40th Anniversary the Town Council gave permission for the French flag to fly on the pole adjacent to the old police station. The Association would be very grateful if the Council would again kindly agree to it flying for this final visit by the French. It would be from Friday 12 to Sunday 14 May (or the following day when the Groundstaff are in).

Do Members support the request and grant permission to the Twinning Association to fly the French flag weekend 12 May?

11.3 **Nomads Football Club**

11.3.1 **To receive and ratify the drawings for the lean-to and additional window to Nomads Clubhouse (Lease 8.1 requires Landlord's consent for alterations)**

Do Members ratify the lean-to and additional window at Nomads Clubhouse?

🔒 Annex 13: Nomads Plans

11.3.2 **To consider granting a temporary agreement for Nomads to use the back field to provide a dedicated youth team training area/pitch**

A copy of a recent report from Nomads is attached (confidential papers; and December Lease meeting notes) which outlines the request. There has previously been a temporary arrangement for a 'third pitch' using the front field (currently part of the wildlife project). The Club has been keen to look at expanding football particularly for youth provision.

Do Members grant permission to Nomads Football use of the third field (front) to create a pitch dedicated to youth football on a temporary one-year agreement, and to review after a full season.

 Confidential Annex 14 (omitted from public documents): Nomads Report

11.4 **To approve training programme for the new Council following the May elections and expenditure of up to £2,000 - this would allow for KALC new Councillor training; online Council meetings and Chairmanship; visioning exercise**

This Council benefitted from online training for meetings and chairmanship, and a face-to-face visioning exercise. I have requested prices for similar for the new council. Online Meetings and Chairmanship £250; Visioning £500 plus expenses (cap £200) and £600 for a follow-up report. KALC new councillor training is £60 pp. Planning can also be through KALC, but I will request a session with SDC which has previously been helpful. The budget (code 2005) has allowed £3k for councillor training.

Do Members support the expenditure of £2,000 for a programme of training for the new Council and new councillors?

11.5 **PS Technology service agreement**

PS Tech Service Support licences

(See attached letter for details of current & new additional services)

		2022	2023	Increase
Pro Support 1st User	1	£104.30	£119.95	
Pro Support additional user	6	£11.55	£17.00	
	Monthly Totals	£173.60	£221.95	£48.35
	Annual Totals	£2,083.20	£2,663.40	£580.20

This does not include any potential License increases with Microsoft 365, Domain changes & Callswitch

The budget for IT and Licences has allowed a total £3,170 and increase on 2022-23 budget of £288.80.

For Members to note the annual increase on the current IT Support agreement, and the increased budget spend of £580.20.

11.5.1 **Current (legacy) IT Support Service increase costs: To note the additional annual increased costs of £580.20**

11.5.2 **New fully managed IT support complete with cyber security and compliance service:**
 To consider upgrading the support service; monthly cost £957.10 (annual expenditure of £11,485.20 inc MS Business Premium 365 x 10 licenses). Currently pay £6,881.58 (inc MS 365), so the additional annual expenditure would be £4,603.62.

The Council currently has an agreement which covers the Server, IT support services, Sophos security and Microsoft 365 licenses for officer and councillors. However, the Council is on an old agreement (which is fine), but it does not provide enhanced cyber and compliance service: 24/7 eye on screen monitoring, rapid detection for response to cyber-attacks, managed risk and compliance with wide range of global standards and early detection reduces time to response and reputational losses. Following a recent conversation with PS Tech, I asked them to requote the services it provides the Council to a fully all encompassed IT Managed service to meet full cyber protection and compliance. Below, the table sets out the current costs with increases for 2023 (some are from 1 March), and comparison to the proposal.

Cllr Aldridge, the RFO and myself, have a meeting booked on Thursday 2 March to discuss further with PS Tech. The quote is available on a link with the papers (*confidential*).

PS Tech IT and support Services (current):

		2022	2023	Increase
Pro Support 1st user	1	£104.30	£119.95	
Pro Support additional User	6	£11.55	£17.00	
MS Office 365 (Office users)	10	£16.60	£18.09	Est 9%
MS 365 business basics (15 Councillors)	15	£4.50	£4.91	Est 9%
	Monthly Totals	£407.10	£476.47	£69.37
	Annual Totals	£4885.20	£5717.58	£832.38
Servers Support Service		£66.50	£66.50	
<i>will be removed with Sharepoint migration</i>	Annual Totals	£798.00		
Sophos web&Cloud Protection				

Anti-virus / anti malware	10	£2.50		
	Server x 1	£5.50		
	Monthly Totals	£30.50		
	Annual Totals	£366.00		

Proposal for fully managed IT

	Annual Cost	Monthly Cost
Currently pay per annum	£6,881.58	£573.47
Proposal inc MS365 & full cybersecurity	£11,485.20	£957.10
Extra Cost p.a.	£4,603.62	
Or pcm:		£383.64

How do members want to proceed?

 Confidential Annex 15 (omitted from public documents): PS Tech Price Changes

11.6 **EDGE**

To approve the initial expenditure of £339.50 for 'Inspect EDGE' (includes a one-off purchase of the tablet and set-up fee); and thereafter the annual subscription £82.50. This will enable quicker and improved recording of all council assets and cemeteries memorials working with the current software Assets Register and Epitaph.

As the Council has 100s (in to the 1000s) of assets, it has been very difficult for the RFO to have the time to upload each asset on to the Asset Register. EDGE does provide a tool InspectEdge which would facilitate this task for both the Assets and the cemeteries memorials. There is an initial cost £339.50 including annual fees and tablet; and then an ongoing annual licence subscription cost £82.50.

Do members support and approve the initial expenditure of £339.50 for 'Inspect EDGE' (includes a one-off purchase of the tablet and set-up fee); and thereafter the annual licence subscription £82.50?

 Annex 16: EDGE Quote 18272

11.7 **To approve the expenditure of £299 for Fire Marshall training for 10 employees, and a half day office closed for the training; and £199 for (the annual) Fire Risk Assessment for Buildings for one person**

Do members approve the above proposal for Fire Marshall training and the Buildings Manager training for annual Fire Risk Assessment training; and expenditure of £498?

11.8 **To receive a request from Wings Museum (Balcombe, Sussex) to consider gifting the**

bomb shelter in Doggetts Barn to the museum

How do members want to proceed?

📎 Annex 17: Letter from Wings Museum re Bomb Shelter (redacted)

12 **Annual Town Meeting - Monday 20 March** **To receive an update on the agenda and guest speakers**

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. A meeting with Cllrs Baker, Layland and Todd confirmed the agenda. The guest speakers and local groups displays have been invited and confirmed. The agenda will be finalised and published no later than 10 March (7-clear days). Representatives from SDC will be attending including the current Chair Cllr Avril Hunter. Tom Tugendhat is unable to attend (due other Parliamentary commitments) but will send a representative from his office.

13 **Consultations**

13.1 **Kent County Council Community Services Consultation – closing date 26 March 2023**

🔗 <https://letstalk.kent.gov.uk/community-services-consultation>

13.2 **Kent County Council Adult Social Care Charging Policy changes– closing date 21 March 2023**

🔗 <https://letstalk.kent.gov.uk/adults-social-care-charging-policy>

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

15 **To Consider Any Press Releases**

16 **Matters for Future Agendas**

In view of the confidential nature of agenda items 17 and 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.

17 **[CONFIDENTIAL] To Receive and Consider Draft Proposal of Council Logo and Rebranding for Putting Visual Identity Into Practice (council Resolution January 2023)**

Confidential item omitted from public papers.

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

15 May – First and the Annual Meeting of the New Council