

To Councillors: J Aldridge, A Baker (*Vice-Chairwoman*), S Compton, B Cummings, M Gemmell Smith, C Jacques, A Layland, M McArthur, S McGregor, V Parker, A Read, M Stockdale, J Streets, S Sumner, B Todd (*Chairman*).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 1 July 2024 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
26 June 2024

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

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Meeting Papers & Report

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 13 May 2024 (2023-049/1-20)**

 Full Council | 13 May 2024 v.1 - Minutes (Pages 2023-049/1-20)


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


5.1 **County Councillor**

5.2 **District Councillors**


6 **To adopt the following reports/minutes of meetings**

6.1 **Planning Committee 20 May 050/1-3; and 10 June 052/1-3**

 Planning and Transport | 20 May 2024 v.1 - Minutes (Pages 2023-050/1-3)

 Planning and Transport | 10 June 2024 v.1 - Minutes (Pages 2023-052/1-3)

6.2 **Open Spaces Committee 03 June 051/1-8**

 Open Spaces | 03 June 2024 v.1 - Minutes (Pages 2023-051/1-8)

7 **Personnel - Open Spaces Officer recruitment update**

Following April/May meetings of Personnel Committee and Council, a recruitment agency was engaged to assist with the recruitment for the Open Spaces Officer. Three applicants were interviewed, short listed two for second interview but both applicants withdrew. A meeting of

Personnel Committee will be asked to support engaging a different agency to start looking early September with interviews mid-late September. For now, recruitment is on hold.

8

To receive reports and recommendations from the Town Clerk and Officers; Working Groups; and Delegated Reports

8.1

Town Clerk's Report

AGAR – end of year return: The Notice of appointment of date for the exercise of public rights was published on 06 June/announcement date 7 June period commencing 10 June to 19 July (30 working days). This is on the website and in the main Council's noticeboard with a copy of the AGAR. The completed AGAR and supporting documents have been submitted to the external auditor (Mazars).

Byelaws update: The accompanying report summarising Council's reasons for the updates to the byelaws is in the process of being prepared ready to submit to The Department for Levelling Up, Housing and Communities (DLUHC).

Car parking issues in Council car parks: Market Yard car park has had vehicles parked in the market spaces on Thursdays despite the obvious signage. Blossoms Park still has residential parking use in the evenings and overnight. Agenda item 11.3 covers parking audit of town car parks.

Cemeteries: Continuing with work to ensure the standards of the cemeteries and consistency with the rule book and the memorials. I have carried out a further audit of the memorials and had a long conversation with the Council's solicitor to discuss memorials that have not been rectified to meet the guidelines – letters are currently being drafted. New signage for the cemeteries will progress over the summer. The Open Spaces Committee will continue to receive updates on cemetery matters.

Edenbridge Gardens in Bloom: This year's gardening competition is currently being advertised on social media, banners, noticeboards and in the office. Deadline for entries 12 July, presentations will be Monday 2 September 4-6 pm with Miller Head Gardener, Hever Castle. This year there is a great selection of prizes from a year's membership to Wakehurst Place, garden centre vouchers, afternoon tea and cinema tickets to name a few. Categories: front & back Garden; allotment garden; window boxes & hanging baskets; young gardener; youth / school group; and strangest or unique space to create a colourful display.

Employee Assistance Programme/Health Assured App: Council May supported the renewal on a 3-year basis. This has been confirmed. Update details will be circulated to all councillors and employees.

Insurance claim: The damaged street light on Mill Hill, December 2022, settlement has now been received £5,44.27 (this is after the Council's excess of £250).

Insurance renewal: Council's insurance (has been renewed, total cost £16,741 (May Council resolutions approved £16,800). This is the last of the 3-year agreement, to be reviewed again for July 2025. Details of the current insurance is published on the Council's website (about us/Finance & Transparency/insurance).

Leases: I have a call booked with the solicitor to discuss the following:-

- Forge Singers: The new drafted lease was sent in December 2023, contact was made in March but there has been nothing since.
- Rugby Club: I am awaiting a cost for the memorandum/change to Lease re the new heating system the Club is installing (Council May 2024).

- **Museum Lease renewal:** This is due for renewal March 2025. This will be discussed with the solicitor and reported to September Council. Terms of the Agreement will need to be considered and issued to solicitor to prepare the Lease.

Land outside the old Police Station: I have chased progress with the developer and awaiting an update.

Local Plan: We continue to liaise with SDC and the consultant. (agenda item 9).

Market: Cllr Aldridge, Communications Officer, RFO, Market Officer and myself met recently to discuss promoting the Market and what else could be done. We already have a dedicated webpage and Facebook circulated to 19 other groups including surrounding villages (www.edenbridgemarket.co.uk Facebook Edenbridge Market), but from the meeting agreed to set up an Instagram page #edenbridgemarket.

In addition we display posters in noticeboards, signage on Council gate and entrance path to MYCP, mention in the Edenbridge Magazine, and banners located around the town. We are looking at cover costs of the Edenbridge Magazine, new banner designers, possible future Royal Mail mailing (to be budgeted for).

The Market has a consistent number of traders, with weekly attendance between 10-15.

Market event/training - NABMA (The National Association of British Market Authorities) and SLCC (The Society of Local Council Clerks): Council May approved for the Market Officer to attend this. Due to the dates and distance, no one attended.

PACT meeting: The next PACT is 22 July, 2.00 pm Rickards Hall. The Town now has two dedicated beat Officers (PC Kemp and PC Maunsell), and recently Chief Super also visited Edenbridge with PC Kemp.

Pavilion replacement windows and shutters: Works start Monday 1 July, and will take 2-weeks to complete. The necessary electrical works have been completed. A quote to repaint the red gutters and pipe work to match in with the new shutters (pine green) is being sought and will be presented to September Council).

Planning – Land South of Four Elms Road: The developer and their agent have met with the Council to present changes to the already approved application (340 dwelling, secondary school and scout hut). The changes are to move the school to the front of the site off Four Elms Road, provide a new youth facility as well as the scout hut, and extend the site at the rear to allow for a total of 443 dwellings including 40% affordable housing. There is currently a public consultation inviting comments from residents (deadline extended to 19 July). Details can be found <https://www.pro-vision.co.uk/FourElmsRoad/>.

Rickards Hall – replacement kitchen fire shutter: Approved May council, to be fitted 11 July.

SLA – Museum: Following the previous meeting where it was agreed to resolve the issues with outstanding invoices before payment of any remaining SLA, this matter has now been resolved with all outstanding invoices from 2022-2024 settled, plus the first quarter rent for 2024-25. The remaining balance of the SLA has been paid to the Museum.

Streetlights – Four Elms Road: The new streetlights at Four Elms Road which were installed as part of the new Medical Centre works, remain not working due to delays with getting the finishing works/connection. However, these works were due to start 24 June, and would take up to 4 weeks

Training: In June nine staff attended a fire awareness/marshal training, and Craig (Buildings Manager) completed a buildings risk assessment basic awareness session. During the training, it was raised that the ultimate responsibility sits with the employer (the Council). I

thought it would be useful for all councillors to have a training awareness of

Vandalism: Since May Council there has been: picnic bench in Stangrove Park set on fire (this has now had complete new set of slats); skate ramp – panel removed to the underneath; graffiti to noticeboards Stangrove Park.

War Memorial: No further updates since the May meeting – we are awaiting NHS Properties to advise the outcome of its tender for the site. In the meantime, Cllrs Layland, Todd and myself met with a resident who has concerns about the WM and the site and it was agreed to I would write to NHS Properties raising their issues. I have spoken to them and the letter is currently being drafted. Access to the WM can be arranged through NHS Properties and confirmation has already been confirmed for the Remembrance Service 10 November (agenda item 11.4).

Waste and Garden bags: The office is low on stocks for the SDC of the black waste and white/clear recycling roll. Once these have gone, we will put out a notice advising that the Council is no longer selling these. SDC new 'bag for life' recycling sacks will be distributed to households over the summer period. Garden sacks will continue to be sold via the Council office during office opening hours (Monday to Thursday 9.00 am – 3.30 pm).

8.2

Communications Officer's 6-monthly report

ETC Communications work - January to June 2024

- WEBSITE
 - Following the launch of the Council's new brand identity in 2023, now working with a web developer to update the Council's website by applying the new brand and improving the user experience. New site layout, all content being reviewed, edited as well as some new content
 - Continuing to update the website with new posts, documents and links, and ensure information is updated when necessary
- GOOGLE BUSINESS PROFILE
 - Ensured key information is kept up-to-date i.e. opening hours
 - Created posts to promote events and special activities i.e. Gardens in Bloom, D-Day 80 and Family Fun Days
- SOCIAL MEDIA
 - Generated regular content such as posts, reels, stories, events and cover photos to communicate Council activity and matters of interest
 - Shared partner content and information relevant to Edenbridge residents
 - Example content:
 - Road closures
 - SDC Local Plan
 - SES Water works and road closures
 - Bulky waste and rubbish collections
 - Groundsteam work
 - Awards
 - Events
 - Job vacancies
 - Councillor vacancies
 - Community Grants – liaising with community groups for follow-up stories
 - Edenbridge Market
 - SDC Spitals Cross development
 - WKHA community events
 - Neighbourhood Watch
 - Dementia Friendly Edenbridge/Forget-me-not cafes

- Vandalism
 - Office opening hours inc. holidays
 - Allotments
 - Games Club
 - General Election
 - National campaigns such as International Women's Day; Keep Britain Tidy; Love Parks Week, Love Your Local Market
- NOTICEBOARDS & SIGNAGE
 - Updated information such as office signs to reflect new brand and opening hours
 - Created new Recreation Ground playground signage
 - Produced signage/posters for open spaces such as Blossoms Park and Stangrove Park
 - Produced posters as required for noticeboards e.g. vacancies; bulky waste
 - Updating the large noticeboard poster at Edenbridge Station (top train station)
 - Looking at signage for cemeteries
- EDENBRIDGE MAGAZINE (BI-MONTHLY) – Council's newsletters
 - Produced double-page spreads to communicate the Council's activities, news and events
- BUDGET/COUNCIL TAX COMMUNICATIONS
 - Communicated the Council's budget and precept via various channels. This included an infographic to highlight key information and make it easier for readers to digest
- ANNUAL TOWN MEETING
 - Promoted the event so that people were aware and to encourage attendance
 - Put together the PowerPoint presentation to be used
- ANNUAL REPORT
 - Putting together the Annual Report, which will be published on our website and promoted on social media etc.
- EVENTS/SPECIAL ACTIVITIES
 - D-DAY 80
 - Outdoor banners; posters; Edenbridge Magazine; afternoon tea invites
 - Website; Google; social media
 - EDENBRIDGE GARDENS IN BLOOM
 - Outdoor banners; posters; Edenbridge Magazine; flyer & entry form
 - Website; Google; social media; online entry form
- EDENBRIDGE MARKET
 - Working with Market Officer to help promote the market via:
 - Banners & signage
 - Adverts for local publications such as Crockham Hill magazine and Edenbridge Magazine
 - Website and social media
 - Creating new content and introducing using Instagram
- COMMUNITY WARDEN & KENT POLICE
 - Helping to promote the work of the Community Warden and Edenbridge's

8.3

Community Warden's 6-monthly Report

I have now completed eight months in the CW role. During this time, I have familiarised myself with the objectives of the Council for the CW, spent time connecting with key partners and getting to know the volunteers.

Volunteer activities: I have organised 6 litter picks. These have been in different areas around the town which have been reasonably well attended and have been very successful.

The Great Stone Bridge Trust (GSBT) provided a grant to fund the spring bulbs and I am currently in the process of completing the application for another grant this year. I am working in conjunction with Craig to see where we could put flower beds in Stangrove Park.

Games Club: I have attended numerous sessions getting to know those that attend and the volunteers, The group is going strong with an average of 12-15 people attending every week. We have had a couple of new members attend in the past couple of weeks.

Portable Speed Indicator Device (SID): The SID has been out five times in the town, going forward this will be out on a more regular basis around the five approved sites.

Speedwatch: I have been out twice with the volunteers and in the process I have reported 23 out of 208 cars for speeding.

Graffiti, vandalism and fly-tipping: I have had a few issues with graffiti around the town, which I have attended with the help of the ground staff in a couple of cases. There has only been 9 issues with fly tipping which were dealt with by Sevenoaks District Council very promptly: and also Southern Water of which 2 instances of tipping was on their land. We have had one massive piece of graffiti in Blossoms park (skate ramp) and roughly 4/5 other instances of graffiti which either myself or the grounds team have dealt with. I also spoke with the manager at Roman Court and Queens Court who both had concerns with teenagers using their property to hang around and also they reported that they were smoking drugs which I reported.

Police: I have met our new local beat Police Officer, Fergus who will working with PC Harry Kemp. I have established a good relationships with both, and have been out with the Police to assist them with filling in questionnaires with regards to a campaign Violence Against Woman & Girls (VAWG). I also had a walk around the town with Harry Kemp in which we engaged with the public and answered any concerns that they had.

Future activity: I have been asked to go and speak with residents at Queens Court (West Kent Housing) but no date has been set yet which is also the case for Roman Court where I have also been asked to do a talk.

Volunteers: I set up two coffee & tea sessions as a thank you to all the volunteers which we tied in with trying to get new volunteers onboard which was a roaring success and we signed up 11 new people.

Events: Myself and Debbie (also with the help of all the other staff in the office and the grounds team) also organised the two D-Day anniversary events which were very successful and well received, we had live music at both events and the town band at the bigger event, we also had a caterer come into the smaller event and they put on an amazing spread, we also decorated the courtyard and Rickards hall with bunting etc and also did the same for the event in Stangrove park. A big thank you goes to the bonfire society for doing the beacon lighting and the leisure centre for the use of the facilities.

The afternoon tea for the older members of the community, was funded by WKH Community Chest grant which Debbie and I applied for and liaised with WKH. It was especially nice that representative from WKH was at the afternoon tea. Also thank you to Cllr Layland for his SDC Chairman's grant.

Market project: I have also been in touch with several blacksmiths with regards to the prosperity fund and the erection of an archway leading up to Market Yard car park, we have since chosen a blacksmith to go with and are just waiting on detailed drawings to be sent through so that we can push ahead with this. (The funding is available up to January/February 2025.)

Edenbridge Gardens In Bloom: We have also organised the annual garden competition and I have managed to secure in the region of 20 prizes for this including entry to numerous historic houses and gardens, train tickets for the heritage rail, Mr Mulligans golf tickets & plants or tree.

Kevin McGovern

9

Draft Local Plan - update

Following the May meeting and report to Council, there has been little heard on SDC progress with the draft Local Plan and the Reg 19 consultation.

We have heard back from SDC in response the Town Council's request to meet with Kent Highways to discuss the highways infrastructure issues and the impact that the potential proposed housing numbers would have on Edenbridge, and the issues with each site. KCC Highways has suggested that this meeting would be better timed once the strategic transport modelling work completed and can inform the discussion. The modelling work looks at all three options which formed part of the recent consultation and will identify capacity hotspots, which will then be subject to more detailed junction modelling and mitigation. They also said that they had limited resources and couldn't set aside time for each Parish or Town Council around the county to discuss individual Local Plan issues and this could set a precedence.

I have responded saying that this is very disappointing. The whole point of the meeting was to be able to discuss the actual traffic hotspots and problematic junctions in Edenbridge, so that this could help with any potential future plans and mitigation proposals.

Also, for Highways to use the excuse that they could not meet with every town and parish to discuss individual Local Plan issues was ridiculous, when Edenbridge is one of the main areas for development in the Plan and reminding then Edenbridge is a rural town which is likely to have a growth of 48% against its current housing numbers and has only one 'B' road which runs through the centre of it. The development proposals in the Local Plan will have a significant impact on the town and will need appropriate infrastructure. The suggestion for a meeting was to discuss the traffic issues that each site (and collectively) will present, and to consider viable solutions. The local knowledge of Members could be helpful with this, and it is frustrating to hear Highways is not willing to take this onboard.

I am currently preparing a response to SDC to request to be forwarded to KCC Highways.

10

Matters arising from the minutes for report and not elsewhere on the agenda

10.1

D-Day events feedback

The Council was delighted to host two community events for Edenbridge residents to commemorate the 80th anniversary of this historic day.

On 5 June, older members of our community, including those from local care homes, enjoyed

an afternoon tea, music and dancing thanks to funding from West Kent Housing Association and Alan Layland. We had about 70 residents attend and have received some really lovely thank yous, including, "I enjoyed it so much. It was such fun. Admittedly I'm feel pretty tired today after all the excitement of yesterday, but I wouldn't have missed it for the world"; and "Thank you for organising such a wonderful event at Rickards Hall this afternoon. The delicious food, drink and the music, the company all ensured the success"

On 6 June, everyone was invited to attend an evening community event at Stangrove Park for picnic in the park, music, and lighting of the Beacon. There was a chip van and soft drinks and candy floss stall, music by Steve Conway and the Town Band played for the last hour and through the lighting of the beacon, lit by the Bonfire Society. Cllr Gemmell Smith provided the sound and set-up. The office has receive several positive comments include one saying that the Council should put on more of these event.

The office team worked hard on both events, with everyone involved. Debbie and Kevin led the afternoon tea arrangements including securing funding. On 5 June, the office team oversaw the activities to get the event going, the groundstaff set up the Beacon fencing and Craig (Head Groundman) was on hand for the evening and clear-up with the office team.

10.2 **To receive an update on Rickards Hall building maintenance work**

Works to Rickards Hall external maintenance works started 14 June. The roof both sides has had a full check with more than 280 roof tiles replaces, the dormers have had several of the ridge tiles replaced. Other works include lead work is being replaced and extended to the length of the rear side with lip to prevent water runoff onto the brick work (additional to quote which was only part of the rear side); new upvc gutters and repainting of remaining cast iron gutters; replace 1 x timber Lintel to window; replaced frost damaged bricks; repaired, raked out and repoint using lime putty mortar approx. 25m2 area at rear side; repair and repaint 4no casement window frames, and 2no dormer window frames. Works have been proceeding well.

10.2.1 **To ratify the additional expenditure for replacement rear window, £1,396 plus vat; and approx. £200 for replacement dormer window ridge tiles**

During the works, as expected, there has been some additional works identified: dormer ridge tiles more were damage than expected. The leadworker recommended that the lead be extended to the full length of the rear side of the building and to have a lip to reduce water runoff on to the bricks (he was surprised that this wasn't already in place) and to upgrade the lead from 4 to 5. I have approved this work.

When works to repair and paint one of the windows it was found to be rotted through. UPVC window with 2 glass panel cost £896 or new wooden 3 glass panel with obscured glass with hardwood cill cost £1,396. Having consulted with Chairman and Vice-Chair, abd Head Groundsman, and mindful Rickards hall is in the curtilage of a conservation area, I have approved the wooden, 3-panel window.

Members are asked to ratify the additional expenditure for the buildings reserves of £1,396 for the new window; and additional works in the region of £200.

10.3 **To note the Family Summer Fun Days for 2024**

This year's family fund days dates are August 1st (with Mr Hiccup); 8th (funded by SDC); 15th, and 22nd; 2.00 - 5.00 pm in Stangrove Park. The four Family Fun Days are run by PlayPlace, one session funded by SDC and three funded by the Town Council. Activities range from crafts and games to sports and face painting in a friendly, safe environment for children up to 12-years old, who must always be supervised by a parent or guardian. The Town Council also funds an extra activity, and has invited back Mr Hiccup with his magic and balloon modelling which was very popular with the children.

Posters and social media publicity has started, and there will a banner on the Stangrove railings. It is disappointing that this year the SDC leaflet promoting sessions across the district only includes the SDC funded sessions.

10.4 **To receive an update on unauthorised access onto the Recreation Ground**

Last year all properties that back on to the Recreation Ground were written to advising 'installing gates to the rear of their properties for the purpose of accessing and egressing from their respective properties onto the Recreation Ground. This is without our client's permission to (1) install gates opening onto the Recreation Ground and (2) to access the Recreation Ground. For the avoidance of doubt, our client will not grant any residents any rights of way or access over the Recreation Ground, whether requested or otherwise'. All residents were advised 'any gates that have been installed must be removed to prevent them from being used for the purpose of accessing the Recreation Ground. Any such gates must therefore be removed as a matter of priority'.

One resident continues to use the gate they have installed despite two further letters clarifying that they do not have any rights of way or access onto the Recreation Ground from the rear of their property; and asking they immediately cease any further breaches and interference relating to access from the rear of Your Property to the Recreation Ground. The resident did not acknowledge or replace the gate. In December, having discussed and confirmed with the solicitor new hedging was planted.

Earlier this month, the Council was advised that the resident(s) is still using the gate as access on the Recreation Ground site. Having checked we found that they had actual cut and removed one of the bushes and pushed the others sideways for access. I have instructed the solicitor to write a further letter and the Head Groundsman has sourced some new, slightly larger hedging to be planted.

Do Members have any comments?

10.5 **UK Shared Prosperity Fund (via SDC) funding: Update on project for the Market to utilise the access road from the High Street creating an additional space and new archway**

At the previous Council meeting, it was resolved to support the proposal for market improvements to include a new archway and bollards to help utilise the access area, and to authorise the Working Group and Officers to investigate a suitable plan to submit to SDC UKSPF for the funding, and a planning application should it be required.

Having met with the Blacksmith on site, it has been agreed that the most viable location is where the bollards are currently. This would mean removing the two end bollards to site the archway (and avoid potential underground utilities). The archway would be visible from the High Street and seen as looking up towards the car park. The streetlight in the centre would need relocating and could be sited close-by on the grass near the notice board. (see item 10.5.1). One of the bollards could be repurposed in replacement of the streetlight. The other part of the proposal is to install removal bollards along the side where vehicles currently park preventing use on market days, as well as at times blocking access. We are awaiting a drawing with the full proposal/plan.

Having spoken to SDC, it is not clear if the archway could full under permitted development, this will depend on the font size for 'Edenbridge Market'.

For information: the title deed states, "Together also with the **free passage on foot only** for the Purchaser and its successors in title tenants and licensees over the pathway indicated by the colour blue on the said plan...." (blue is the pathway from the High Street to the bollards). Later in the Deed of Grant, it also adds, "in exercising the easement hereby granted the Bank will take all reasonable precautions to avoid obstruction to or interference with the free user of the road for access to and egress from the High Street by the Grantor

and its tenants and all other authorised to use the same and any damaged or injury thereto and **will not permit any vehicles to use the said roadway for parking purposes** or so as to obstruct others using the roadway"

Do members have any questions/comments?

- 10.5.1 **To approve the relocation of Market Yard street light 110 (between bollards at the entrance) and to include in the replacement programme for 2024-25**
The replacement programme for 2024-25 has an underspend of £6,394 due to other street lights not viable to proceed. The current programme already includes replacement of 111 (twin set) and 109 in Market Yard car park. Street light 110 would likely have been proposed for upgrade 2025-26. Members are asked to approve including streetlight 110 in the current year's replacement programme. Based on the streetlight costs for 109 the estimated expenditure £3,896 (though may be higher due to extension of the connection groundworks). It may also be possible to request a power supply from the street light for future feature/event lighting.

Do Members support the proposal?

- 10.6 **Chairman's Reception**
The Chairman's Reception is booked for Wednesday 4 September, late afternoon/early evening. We have confirmed the caterer and music entertainment. Invitations will be sent in July. All councillors are invited. Please confirm attendance to Debbie.

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

- 11.1 **To approve the expenditure for a replacement hot water heater for the Kitchen (Doggetts Barn) of £1,145**
The hot water in the kitchen comes from an wall mounted heater. Whilst it does work, the water tap is loose and has a constant drip; also if not fully turned off, continues to leak hot water (steaming up the kitchen). The plumber has looked at replacement like for like but they are quite expensive. The style of hot water boiler recently fitted in Rickards Hall would fit in the location, it would also mean there would be no need for a kettle saving space and energy from boiling the kettle.

Do Members support the expenditure of £1,145 for a replacement hot water heater for the kitchen in Doggetts Barn?

- 11.2 **To approve the expenditure to repair the water stopcock at the Forge Croft Allotments - for a replacement gate valve with new fittings and isolation tap, £885**
The Edenbridge Allotment Gardens Association has for a couple of years had problems with the water stopcock at the allotments and have to have off when not in actual use – there is a water leak. The water company has said that it is not their responsibility. The plumber has quoted to repair and replace £885.

Do Members confirm the expenditure of £885 to repair the leaking stopcock at the allotments?

- 11.3 **To appoint Members to carryout car park audits**
Following a meeting with the Sevenoaks District Council Planning Policy Team to discuss the Town Strategy (reported to previous Council), it was raised that it could be useful for the Town Council to know the patterns of use of the car parks, for example when responding to

draft Local Plan consultations and other planning application. The idea would be to carry out a number of vehicle counts in the car parks, across different days and times of the day over a week, and to repeat this exercise another week (or two). The data would need to be collated, and could then be presented to the Parking Working Group (Cllrs Aldridge, Baker, Compton, Layland, McGregor, Read).

The office would create the tally sheets but needs volunteers to do the counts. Car parks to audit: Market Yard; Leathermarket; Blossoms Park; Leisure Centre.

How do Members want to proceed, and who is able to volunteer to do counts.

11.4 **Remembrance Sunday 10 November 2024**

Last year, the Town Council facilitated local groups coming together to ensure the Remembrance parade and service at the War Memorial. A meeting will be organised in July to start the conversation and preparations for this year's event, and submission of the road closure notice.

Are there any Councillors who would like to attend these meetings?

12 **Strategic Plan: to receive the draft strategic plan and objectives document**

Following the Visioning training last September, which looked at the role of parish/town councils, the council's current Forward Plan and creating a more detailed document in the form of a strategic plan, the summary outcome report was presented the Forward Planning Steering Group in October. Members resolved to support an adaption of the example Strategic Forward Plan incorporating its own Forward Plan but with information to include:

- project costs and financial implications
- reason/objectives of the project
- dates for starting and completion
- how to measure its success
- officers running project
- to categorise projects into Community Enhancement, Council Operations, and External Influence
- to size the projects - small, medium, large

Attached (*confidential papers*) is a first draft for Members to consider for adopting.


How do Members want to proceed?

 Confidential Annex 1 (omitted from public documents):

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

14 **Consultations**

None for Council to consider. Current consultations are listed on Kent County Council's website (link below).

 <https://letstalk.kent.gov.uk/>

15 **To receive reports from councillors who have attended meetings of outside bodies**

Cllr Stockdale attended a WI Hall Management Trustees committee meeting - verbal report at meeting.

16 **To consider any press releases**

17 **Matters for future agendas**

18 **Date of next meeting - 09 September 2024**