

**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 9 September 2024 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
11 November 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 01 July 2024 (2023-053/1-8)**

 Full Council | 01 July 2024 v.1 - Minutes (Pages 2023-053/1-8)


## 5 **To receive County and District Councillors Reports**


### 5.1 **County Councillor**

### 5.2 **District Councillors**

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

### 6.1 **Planning Committee 08 July 054/1-3; 29 July 057/1-2; 19 August 058/1-3: and 2 September 059/1-2**

 Planning and Transport | 08 July 2024 v.1 - Minutes (Pages 2023-054/1-3)

 Planning and Transport | 29 July 2024 v.1 - Minutes (Pages 2023-057/1-2)

 Planning and Transport | 19 August 2024 v.1 - Minutes (Pages 2023-058/1-3)

 Planning and Transport | 02 September 2024 v.1 - Minutes (Pages 2023-059/1-2)

### 6.2 **Finance Committee 15 July 055/1-5**

 Finance and Governance | 15 July 2024 v.1 - Minutes (Pages 2023-055/1-5)

### 6.3 **Open Spaces Committee 22 July 056/1-8**

6.4 **Personnel Committee 3 September 060/1-3**

Personnel | 03 September 2024 v.1 - Minutes (Pages 2023-060/1-3)

7 **To receive recommendations from Personnel Committee**

7.1 **To confirm the Market Officer's fixed term contract be extended to 31 May 2026**  
**Do Members confirm the the Market Officer's fixed term contract be extended to 31 May 2026 (with a review in October 2025 for budgeting 2025-26)?**

7.2 **To ratify the recruitment costs for external online recruitment platforms up to £500**  
**Do Members confirm to advertised the Open Spaces vacancy additionally using online recruitment platforms Reed and Totaljobs, expenditure up to £500?**

7.3 **To confirm one-off remuneration pay to each of the ground staff team (4) as recognition of recent additional workload, payable with November pay**  
**Do Members confirm one-off remuneration pay to each of the ground staff team (4) as recognition of recent additional workload, payable with November pay?**

7.4 **To confirm updated employee contracts**  
Each year, Worknest review the employee contracts to ensure they remain current and reflect any legislative changes. **Do Members confirm the updated contracts?**

7.4.1 **To confirm a new current version of employee contracts issued to all employees (noting no material changes from initial contracts but providing more clarity)**  
**Do Members confirm the updated version of employee contracts be issued to all employees to proved further clarity; and where a contract may have individual specifications to include in the updated version (thus material details remain the same)?**

7.5 **To confirm and adopt the updated Employee Handbook**  
**Do Members confirm and adopt the updated Employee Handbook?**

8 **To receive reports and recommendations under summer delegated authority**

8.1 **Delegated decisions from Planning Committee (August)**  
None.

9 **To receive reports and any recommendations from working groups; delegated reports; clerk's and officers' reports**

9.1 **Clerk's Report**  
**Allotments:** July Council approved the expenditure to repair the water stopcock at the Forge Croft Allotments; this work has been completed.

**Byelaws update:** The accompanying report summarising Council's reasons for the updates to the byelaws has been drafted, this is hopefully the last bit of detail before the Department for Levelling Up, Housing and Communities (DLUHC) can confirm the updated byelaws.

**Car parking issues in Council car parks:** Last Council meeting it was suggested to contact SDC regarding use of existing protocols for monitoring and recording methods; however, they do not have templates as use payment machines and enforcement officers for their data. A meeting of the Parking Working Group will be set to discuss how they want to approach the audits.

**Cemeteries:** Continuing with work to ensure the standards of the cemeteries and consistency with the rule book and the memorials, a recent cemeteries audit identified 12 memorials not compliant (some new, some previously written to). Letters have been sent to those Grant of Right holders. New signage has been drafted, ready to submit to the signage company. The solicitor's letters to GOR holders re non-compliant memorials has resulted in some success to return to the approved specification. There has been some unpleasant behaviour the office staff has had to be subjected to, details have been recorded and reported accordingly. New signage in the office says 'there is no excuse for abuse'. The Open Spaces Committee will continue to receive updates on cemetery matters.

**Community Infrastructure Levy (CIL):** A reminder that applications for CIL bids is now open (closing date 21 October) with the CIL Board meeting on 25 November. Current funding available is £109,990.

**Edenbridge Gardens in Bloom:** The awards presentation eventing on 2 September was well received, attended by about 40 people with awards presented by Neil Miller Head Gardener, Hever Castle. There were some great entries and prizes given to the runners-up and winners of each category.

**Grants annual programme:** The invitation for grant applications is open (closing date 21 October), meeting 25 November. Total grants budget available is £8,000.

**Insurance renewal:** Reminder Council's insurance is in the last of the 3-year agreement. New quotes will be sourced next year.

**Land outside the old Police Station:** Awaiting correspondence from landowner.

**PACT meeting:** The next PACT is Monday 21 October, 2.00 pm Rickards Hall. PC Harry Kemp recently left the beat team, his replacement will be PC John Donovan who will be joining PC Fergus Maunsell covering the Edenbridge and surrounding villages.

**Pavilion replacement windows and shutters:** These works have been completed. The specification is being finalised ready for quotes to repaint the red gutters and pipe work to match in with the new shutters (pine green) will be presented to Council to consider.

**Planning – Land South of Four Elms Road:** The already approved outline planning application (340 dwellings, secondary school and scout hut), is being proposed by the developer for some changes to the site layout and to increase the number of dwellings to 443. The agent carried out a recent public consultation (at the request of Council) before finalising its amended planning application. The Council made representation including questioning the increased area of development; concerns with the pedestrian crossing provision requesting a proper Pelican crossing; future proofing be given to any community financial incentives. The developer and agent will consider the responses before finalising its new amended planning application to be submitted to the planning authority (SDC) and which will be considered by the Council's Planning Committee for its formal representation.

**River mud flaps at Honours Mill:** After last year's flooding at the river, it was highlighted the

mud flaps were not being cleaned. After much liaising with the Environment Agency and resident, the Planning and Administration Officer had success with arrangement for these to be unblocked and cleaned, and working as should.

**Strategic vision and plan:** The new adopted Plan has been published. The Forward Planning Steering Group will include this at its meeting 14 October.

**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. Works in June, should now mean the lights will be able to be on for the winter months. Confirmation is awaited.

**Vandalism:** Graffiti continues to be an issue, which the Community Warden is cleaning at Council open spaces.

**War Memorial:** No further formal updates since the May meeting. NHS Properties are progressing with the sale of the site and have said they will keep the Council informed. NHS Properties has confirmed the site will be available for the Remembrance Service 10 November (agenda item 11.6). NEDRA has also been allowed access to clear and maintain the War Memorial, and the groundstaff has assisted with clearance of any vegetation NEDRA has removed.

**Waste and Garden bags:** The office has no black waste bags, with a low stock of 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).

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#### **Draft Local Plan - update**

There was no further updates since the Council's July meeting. However, I have been in email communications with SDC regarding highways concerns for Edenbridge as a result of the development proposals in the emerging Plan which SDC has forwarded to Kent Highways for response.

- Crouch House Road/Lingfield Road junction
- Swan Lane/Main Road junction & Swan Lane/Four Elms Road
- Swan Lane/Main Road
- Four Elms Road and Main Road
- Hilders Lane/Crouch House Road
- Stangrove Road/Mont St Aignan Way/Main Road
- Breezehurst Farm: Breezehurst onto Crouch House Road; Stangrove Road/Mont St Aignan Way; Crouch House Road/Lingfield Road; St John's Way IF a through road is added from the Breezehurst site

Kent Highways has responded to SDC, some of the concerns Kent Highways has agreed with and had already also raised in its response to the draft Plan consultation, whilst others they say any mitigation work will need to be designed and delivered by developer/s through S278 mechanism.

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

11.1

#### **AGAR: To receive the external auditors completion of the audit for the year ended 31 March 2024**

To note: Following submission the completed Annual Governance and Accountability Return (AGAR) to the external auditor, Mazars, (and as published in The Notice of appointment of

date for the exercise of public rights was published announcement date 7 June to 19 July), I am delighted to confirm the external auditor has confirmed a clean audit with no issues. The Notice of conclusion of the audit Annual Return for the year ended 31st March 2024 was published 28 August.

## 11.2 **Rickards Hall maintenance updates**

### 11.2.1 **To receive an update on Rickards Hall building maintenance work**

Following the works on the external maintenance repairs to Rickards Hall, the additional works to replace a rotted window has been completed.

A specification for internal decoration and repairs will be drawn-up and put to tender with a view to have the works carried out at some point ideally during a school holiday period when there are less bookings. Quotes will be presented to Council to consider and approve.

**Do Members have any comments?**

### 11.2.2 **Rickards Hall kitchen fire shutter: To approve the expenditure of £325 to fit interface from the Fire Alarm to enable automatic closure of the new fire shutter, costs**

Following the installation of the new kitchen fire shutter (approved Council May meeting), it was found that there was no electric capacity/interface with the fire alarm to close the new fire shutter. A 1m cable will be left coiled from the interface, installed adjacent to the shutter control, that will change state from closed circuit to open circuit in a fire alarm condition, ready for the shutter operator to connect to their controls. The cost for these works will be £325.

**Do Members confirm the expenditure of £325 to fit interface from the Fire Alarm to enable automatic closure of the new fire shutter?**

### 11.2.3 **Rickards Hall kitchen: To approve the expenditure of £675 fit and supply new kitchen sink hot water small boiler due to current leaky system**

The hot water tap in the kitchen is run off a small electric boiler. This has been leaking on and off for several years, but is now beyond repair. To supply and fit Jude water heater £675.00.

**Do Members approve the expenditure for a replacement water heater for the kitchen, £675?**

## 11.3 **To receive an update on unauthorised access onto Council Open Spaces**

### 11.3.1 **Recreation Ground**

July Council, Members were advised that one resident continued to use the gate they had installed, despite solicitor letters and hedging planted at the gate to prevent this. Unfortunately, this was damaged. A further solicitor's letter advised the resident Council was extremely disappointed with this conduct which is not tolerated and that they would now be liable for costs. A settlement agreement has been made including reinstatement of the hedge, which has now been paid.

### 11.3.2 **Stangrove Park**

During a recent review of Council trees at Stangrove Park, it was noted that a resident

had replaced the fence at the rear of their property and the boundary of Stangrove Park (Council registered land), and had included a gate creating an access directly on to Stangrove Park. This access has been created without the Council's approval and is therefore unauthorised access over Stangrove Park. A letter was sent to the resident requesting this be rectified within one month. Others have also been noted and letters are being sent to them also.

The resident has contacted the office and has agreed to do this, but request more time which I have agreed to. A letter confirming this will be sent and the matter monitored. At this stage it is considered necessary to send a solicitor's letter.

**Do Members have any questions?**

11.4 **Project for new Market Archway at Market Yard car park access road**

11.4.1 **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**

Council meetings May and July have received updates on the project for a new archway to promote the Market in Market Yard car park, with the works funded through the UK Shared Prosperity Fund (via SDC). The Community Warden has been obtaining quotes and designs, with one which had been settled on but the costs ended up exceeding the grant money available. Also, the blacksmith said they would only design, make and supply and not install. Now that details of the project's works is now established, the Community Warden is investigating further quotes and a grounds work contractor and costs, with a view to keep this in budget.

Planning for the archway remains unclear, but as soon as a blacksmith is confirmed SDC will then be able to advise if this does or doesn't fall under permitted development (we believe it depends on the font size for 'Edenbridge Market').

**Do Members have any questions?**

11.4.2 **To receive update and confirm approval of £3,493 expenditure relocation of streetlight 110 Market Yard street light (between bollards at the entrance) included in the replacement programme for 2024-25**

At the July Council meeting, Members supported to replace and move column 110 to allow the new market archway and to be funded from the 30-year maintenance replacement programme which has a surplus of £6,394. Estimated expenditure was £3,896. UKPN has now confirmed its costs at £2,093 and Streetlights costs £1,400.

**Do Members confirm the expenditure of £3,493 to replace and move column 110 Market Yard car park using the surplus from the 30-year maintenance replacement programme?**

11.5 **Chairman's Reception**

The Chairman's Reception was received well; a nice post is on the Council Facebook and website (link below).

<https://www.edenbridgetowncouncil.gov.uk/chairmans-summer-reception-a-celebration-of-community-spirit/>

11.6 **Remembrance Sunday 10 November 2024**

A meeting, facilitated by the Council, took place on 5 September with the local groups (Bonfire Society, Scouts, Church, Town Band) who helped organise the last year's annual

parade and event at the War Memorial. Much of the detail will be similar to last year with a parade from Leathermarket car park to the War Memorial Hospital, for a wreath laying service at 11.00 am. The Church will hold its special Remembrance Service in the afternoon at 2.30 pm. Local groups, services, schools and businesses will be encouraged to take part in one or both of the events. There will be no parking available at the hospital (the Council will make enquiries for alternative parking). NHS Properties has confirmed that there will be access made available for residents to gather around the War Memorial; and NEDRA has formed a small group who have been clearing vegetation from around the area.

The Community Warden has submitted the road closure request, the Bonfire Society has confirmed it will arrange the marshals; the Royal British Legion will arrange the wreaths, Standard Bearer, and order of event; the Church will attend the 11 am service providing reading and prayers.

Details:

Scouts minibus to lead the parade (limited seats available for booking in advance for those with walking mobility issues)

10.15 am - meeting in Leathermarket car park, and lining up (Scouts to lead, other groups to line up and follow)

10.30 am - to be ready to leave car park

10.45 am - arrive at War Memorial Hospital, and gather around Memorial

10.50/55 am - Church to provide someone to open with prayers; Exhortation recited; Last post sounded

11.00 am - Two minute Silence is observed; Reveille is sounded; Wreath Laying (RBL to announce order); Blessing and God Save the King; Epitaph

Disperse ready to march back

11.15 am - Assemble behind the minibus to march back to the Leathermarket car park

2.30pm - Afternoon church service

Councillors are requested to attend both events.

The event will be published on the website, Facebook and Council noticeboards.

### **Do Members have any questions?**

11.7

#### **Leases: to receive updates on the progress of:**

Leases: Current Leases being updated or have amendments:

**Forge Singers:** The new drafted lease was sent in December 2023; Council May 2023 (agenda item 11.7.1)

**Museum Lease renewal:** This is due for renewal March 2025, reported to Council May and July, (agenda item 11.7.2)

**Rugby Club:** Council May 2024, Members approved amendments to the Lease to accommodate and clarify the arrangements for a new heating system the Club is installing. The Council's solicitor has made contact with the Club. As of 2 August, the solicitor had

not heard back from the Club since their initial acknowledgement to their letter; I have emailed 5 September. I know the Club has met with the Head Groundsman to confirm location of the eternal heater units, but I don't know if the works have commenced.

#### 11.7.1 **Forge Singers new lease**

Up until last month, the solicitor nor Council had heard anything from the Forge Singers following issuing a new draft lease in December 2023. In July, following a quick email from the solicitor, advised that the Forge Singers are not very forthcoming with the information as they don't really want to bind themselves to a more formal arrangement than the one they currently have. The options are continue with the Lease as the best viable option in the name on an individual or group of individuals, or they establish themselves as a registered entity, or the Council serves Notice.

In the meantime, District Councillor Morgan contacted the Council on their behalf. As copied in my reply: *The Forge Singers do not currently hold a Lease of the Council land. The one-page document which they refer to is simply a letter acknowledging that they occupy the land which is terminable on notice. The Town Council was prompted to review the terms of the group's occupation when they raised a query regarding the increase in rent. As they are not occupying under any formal agreement, the Town Council now requires that their occupation is regularised by way of a Lease. We have therefore instructed solicitors to ensure that this is done correctly.*

*Whilst we appreciate that they may feel that this is unnecessary, by agreeing into a Lease, the rights and responsibilities of both the Forge Singers as the Tenant, and the Town Council as the Landlord, will be clearer.*

*The Lease itself cannot be in the name of the Forge Singers as the group, as they are not a separate legal entity. We understand from our solicitor that only an individual or group of individuals, a registered charity, limited company, or other incorporated organisation, can enter a Lease. This is why the Lease will need to be in the name of either the Chair of the Forge Singers, or the committee.*

#### **How do Members want to proceed?**

#### 11.7.2 **Eden Valley Museum renewal**

This is due for renewal March 2025, and has been reported through Council meetings May and July. The Solicitor has contacted the Museum to discuss, but an issue became apparent regarding its constitution; they have confirmed that the Trust will be becoming a Charitable Incorporated Organisation shortly, so the lease from April will be in the name of Eden Valley Museum Trust CIO instead of the individual trustees. As this is a separate entity, we cannot simply renew the existing lease.

As the CIO will be a new legal entity, independent from the individual Trustees, we cannot simply renew the lease in a straightforward manner as we could had the Trustees remained the Tenants. There are, however, two ways in which we can go forward from here.

**Assignment then Renewal:** The first option would be to assign the current lease to the CIO once it is created, and then grant the renewal to the CIO on 1 April 2025. This would be the more straightforward option; however, it depends entirely on how soon the CIO is created. The Trust would also need to deal with the registration of the assignment at the Land Registry to ensure that the Leasehold Title is held in the correct ownership.

Or, **Agreement to Surrender, Surrender and Grant of Lease:** The second option would be for the individual Trustees to enter into an Agreement to Surrender the existing lease on 31 March 2025, complete the Surrender on 31 March 2025, and then for the CIO to enter

into the Lease from 1 April 2025. This option poses more practical issues, as the solicitor as agents for the Landlord would need to serve a Notice and Statutory Declaration on each of the four Trustees so that the Agreement to Surrender complies with the Landlord and Tenant Act. The four Trustees would each to swear a Statutory Declaration before a Solicitor and return these to us. This also poses a problem should the CIO not be incorporated in time for the new Lease to be granted.

The first option would be quicker and cheaper to do. An agreement to surrender would require us to serve notice on all of the Trustees that they would need to sign and swear before an independent solicitor before we can date the Agreement. It also puts us at some risk if the 31 March arrives and the CIO is not yet established.

There is a further complication to this matter, in that the registered Trustees are no longer Trustees and are either very elderly, infirm or deceased. The solicitor has researched into how to deal with from a Charity Law perspective and have asked if the Trust can provide their governing documents. As it currently stands, we will have great difficulty getting any of the Trustees to sign any documents in respect of the existing Lease.

The Solicitor is currently working to advise and resolve these issues. The works required on this matter is as follows:

- Obtain and review Title
- Liaise with the Tenant to finalised renewal lease terms
- Draft Lease (Details to be confirmed between both parties)
- Respond to any enquiries made by the Tenant on the Title and the draft Lease
- Produce engrossment Lease for signing by you and the Tenant
- Arrange the signing of the Lease
- Facilitating completion
- Responding to any post completion issues raised by the Tenant during registration of the Lease.

An estimated costs for the above work would be in the region of £2,000 to £2,500 plus VAT and disbursements.

**Do Members confirm/ratify the expenditure of £2,500 for the Museum Lease renewal work?**

11.8 **To ratify the annual Service Level Agreement grants for HOUSE and the expenditure of £9,000 for payment**

Council budgets and at the annual meeting of the Town Council confirmed the SLA agreements for 2024: Eden Valley Museum; and HOUSE. The interim report from HOUSE is due end of September. There has been two progress meetings online updating on its youth activities and other initiatives in Edenbridge.

**Members are asked to confirm the service level agreement (attached) for 2024-25 and to confirm 2024-25 SLA payment to HOUSE of £9,000?**

 Annex 1: HOUSE Service Level Agreement - West Kent draft 1.pdf

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

12.1 **To receive the New Edenbridge & Districts Residents' Association (NEDRA) Constitution**

The New Edenbridge & District Residents Association (NEDRA) has written to the Town Council for help and advice on how to become a recognised body and so that it can make representation on the Local Plan, and has provided a copy of its constitution (confidential as not sure if they have published this themselves) asking the Council to also recognise them.

"NEDRA's key aims are to listen to and communicate with residents about the issues facing the town, to challenge the inappropriate and disproportionate developments detailed in the Local 2040 Plan and to support initiatives that continue to provide the services and community people want for Edenbridge. Aims which are not far different from the work and focus the Town Council has. Both parties have the interests of Edenbridge at heart and work hard to achieve the best possible outcomes. For this reason, we would like to establish a productive working relationship with ETC.

"The areas where we think discussions could be useful are Policing, the Medical Centre, Youth Services, Local Plans, and the War Memorial. For example, we would be happy to work with the team planning the Remembrance Service to see if we can help in anyway".

Extract of an email with my advice to NEDRA:

In response to your question to be a recognised body to make representation on the Local Plan. Anyone or any group can respond to the emerging Plan consultations. There will be an opportunity also before the Hearing when you can apply to the Inspectorate requesting that you would like to speak on particular policies. Having a constitution and evidence that you have regular community engagement I'm sure will help with the application request to speak.

I am not sure on SDC's procedures with engaging with local groups specifically on planning matters, but in terms of the Local Plan again, they receive all responses. It may help to send a copy of NEDRA's constitution to SDC and its planning department.

You may have already registered with the National Organisation of Residents Associations (NORA-UK), if not, this may be another avenue to help with formalising NEDRA; they also have some useful resources and lobby to government on planning and policy matters.

There are several organisations/residents' associations with which councils can have partnership arrangements and agreements on specific matters for example allotment groups, neighbourhood plans, specific community projects, as well as groups with Leases. However, your brief and aims imply a more independent position able to make its own representation on various matters, but perhaps having councillor representation will help with communications and relations; and as and when the Partnership meetings may start up again this would be a good platform to share ideas and address some issues and perhaps aspirations.

Edenbridge is fortunate to have several local organisations all keen to see the very best for Edenbridge residents, and the new formation of NEDRA I am sure will only help towards strengthening this.

Already NEDRA has held two public meetings to discuss planning for Edenbridge, made representations on the Local Plan and the Four Elms Road developers consultation on proposed amendments to its outline planning permission. They have also establish a group working to clear vegetation at the War Memorial

Council has not normally needed to give 'recognition' to local organisations in order to be able to co-operate/work with them, nor to formally recognise those organisations' constitutions. Council has formed partnerships with groups over the years, and particularly on specific projects as and when the occasion arises. Council also welcomes and values the work and engagement that the towns community groups provide. NEDRA has already shown that they too have a role to play in the community.

### **How do Members want to proceed? Do Members endorse NEDRA's constitution?**

 Confidential Annex 2 (omitted from public documents):

- 12.2 **To consider and approve use of the Council's TN8 events licence to:**  
 The Town Council hold the events licence for Edenbridge, cost to Council £1,070. Council can permit local groups to use this licence for its events, should it be satisfied that there is a community benefit, and that the group takes the appropriate proper measures for organising and mitigating risks.

🔒 Confidential Annex 3 (omitted from public documents):

- 12.2.1 **The Bonfire Society annual event and parade - Saturday 2 November**  
**Do Members confirm Council's TN8 events licence for the Bonfire Society annual event and parade - Saturday 2 November?**

- 12.2.2 **Edenbridge Community Christmas Associate (ECCA) - Saturday 30 November**  
**Do Members confirm its TN8 events licence for the Edenbridge Community Christmas Associate (ECCA) - Saturday 30 November?**

- 12.3 **To receive a request from the Rugby Club to consider a suspension of rent increase until 25 March 2027**

The Rugby has written to the Council to formally request a suspension of rent increase until 25 March 2027. In their letter, attached, they say, "While we note a rent increase is mandated under the terms of the Lease, the Rugby Club believes that these funds could be used elsewhere within the Club to help provide and maintain the Clubhouse as a community service. As an illustration, since 2022 the Rent under the Lease has increased by over 19%, equivalent to £903.88 per annum, without a correlation to a noticeable improvement to the condition of the Property".

For information on Council activities and costs to maintain the Recreation Ground sports pitches and Pavilion:

Sports pitches annual maintenance schedule

January: Slitting/brushing/rolling

February: Slitting/brushing/rolling. Possible grass cutting

March: Slitting/brushing/rolling Grass cutting

April: Spring/summer fertiliser applied to pitches. Grass cutting

May: Grass cutting. Seed and top dress goal mouths when sports season finished. Football goals taken down. Mini football tournament pitches marked out.

June: Pitches sprayed for weed control. Over seed worn areas if weather conditions allow. Grass cutting. Goal areas watered twice weekly.

July: Grass cutting Goal mouths watered twice weekly. Start marking sports pitches for new season. Goal mouths fertilised if needed.

August: Football goals put up. Continue marking out. Grass cutting. Goal mouths watered twice weekly.

September: Grass cutting.

October: Autumn/winter fertiliser applied to pitches. Grass cutting.

November: Possible grass cutting. Slitting/brushing/rolling.

December: Slitting/brushing/rolling.

Costs

Groundstaff costs (Average weekly hours 15-20 manhours)	£18,557
Professional decompaction annually	£2,400
Professional pitch spraying annually	£1,000
Marking paint (net 2023-24)	£1,782

Pitch repair materials (grass seed, soil)	£301
Tractor insurance, fuel costs & maintenance (est. for rec only as is shared cost)	£1,030
Pavilion insurance	£3,034
Gully pot empty for Pavilion (shared cost. Est for Pavilion)	£150
<b>Total costs to Council</b>	<b>£28,253</b>

Costs above have not included: a share of the Employer and Public Liability costs; Building maintenance costs to Pavilion; Car parking maintenance. This and the above list is not exhaustive, but is an example of the costs to provide the Pavilion and sports pitches.

Council grants awarded to the Rugby Club: CIL grant £8,275 (awarded 2022 yet to be claimed for Club refurbishment); grant £2,500 awarded 2023 towards internal improvements.

The Rugby Club manages and retains the income from the sports pitch hiring and the Pavilion hiring for events.

The RPI as of July 2024 was 3.6% (based on the current rent this would be an annual increase of £168.) Council fees and charges are reviewed in November and usually takes the October RPI rate (nearest available to when the review takes place).

**How do Members want to proceed? Do Members support the request from the Rugby Club to suspend its annual rent increase until 25 March 2027?**

 Confidential Annex 4 (omitted from public documents):

- 12.4 **SDC and Town Council annual Liaison Meeting - Thursday 21 November 2024**  
Date of this year's annual liaison meeting for councillors is Thursday 21 November 2024 – 10:00-11:00 am.

**Do Members have any agenda items to propose for the annual liaison meeting with SDC?**

- 12.5 **To approve the office Christmas working arrangements**  
Each year the office closes for the main Christmas week, with staff using the two statutory dates, and the option to use annual leave for other dates or to work. However, office staff have quite a few unallocated leave days and time owed, and this would be a good time to use some of these. This year Christmas Day falls on a Wednesday.  
Office last day open to the public - Thursday 19 December (closes 3.30 pm). Friday 20 December the office is closed though an officer may be working as their normal day.  
Closure week 23 December returning Thursday 2 January.

**Do Members confirm the Christmas closure period 23 December reopening 2 January?**

- 13 **Health & Safety Audit: To receive a report and note actions following recent audit by Worknest**  
Worknest attended on 16 July for its annual Health and Safety inspection and audit. Sites focused on this time included: Doggets Barn offices and meeting room; Church House Museum; Stangrove Park with pond, public gym equipment and children’s playground; Blossoms Park; Mowhurst open space; Millennium Wood; Marsh Green open space with children’s playground; Forge Green open space, Swan Lane Allotments; Forge Croft Allotments with tenant’s building, Market Yard car park with public WC’s.

The purpose of this report provided following the visit is to provide a general assessment of the


health and safety risks arising from the premises and activities of Edenbridge Town Council and their premises at Doggetts Barn, 72a High Street, Edenbridge, Kent, TN8 5AR to determine the adequacy of existing controls and to provide information on further action required to reduce risk in line with current legal requirements and best practice. A fire safety overview is included within this assessment, but this does not constitute a fire risk assessment as required by relevant legislation.

Overall: At the time of the visit the standard of health and safety management was generally satisfactory. By implementing the recommendations contained within the Action Plan, your present standards of health and safety will be enhanced. here were no actions requiring immediate attention.

Areas requiring attention are being worked through; most refer to providing action plans. All buildings where there is a tap were noted to require legionella checks and clear allocation of management responsibilities. Stangrove Park pond was identified to have improved life saving apparatus (Open Spaces July meeting approved expenditure for new lifebuoys and signage). The full report is available in the office for councillors to view.

### **Do Members have any questions?**

- 14 **To approve the proposed Council and Committees Meeting schedule for 2025**  
**Do Members confirmed the attached draft proposed Council and Committees Meeting schedule for 2025?**


 Confidential Annex 5 (omitted from public documents):

15 **Consultations**

- 15.1 **National Highways and Transport consultation - closing date 25th February 2025**

 <https://letstalk.kent.gov.uk/nht-survey-2024-25>

- 15.2 **Kent County Council Local Transport Plan consultation - closing date 8 October 2024**

 <https://letstalk.kent.gov.uk/local-transport-plan-5-2024>

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

- 17 **To consider any press releases**

- 18 **Matters for future agendas**

- 19 **Date of next meeting - 28 October 2024**

**EDENBRIDGE TOWN COUNCIL**

**SERVICE LEVEL AGREEMENT (SLA)**

**1. Parties:**

Edenbridge Town Council and West Kent Housing Association

**2. Duration of the SLA:**

From 1 April 2024 - 31 March 2025

**3. The purpose of the SLA:**

Ensure value for money for the tax payers of Edenbridge, whilst supporting the HOUSE Project at the Eden Centre.

**4. ETC contribution towards aims and objectives**

£9,000

**5. Legal compliance:**

West Kent Housing Association to comply with all current legal and financial obligations pertinent to its status as an exempt charity and community benefit society.

**6. The objectives and activities to be pursued by the HOUSE Project during the period of the SLA:**

- To deliver the HOUSE Project at the Eden Centre.
- To manage and support staff to deliver a professional service.
- To deliver 144 HOUSE sessions at the Eden Centre.
- To deliver regular detached youth work sessions in Edenbridge.
- To secure match-funding for the HOUSE project.
- To support young people to deliver a youth forum and set up new projects to address unmet needs.

**7. Any other relevant points:**

The funding to be paid in April 2024, with an interim report on progress against performance objectives (6) to be submitted by 30 September 2024, along with any request for funding in 2025/26. A full report of how the funds have been spent and targets achieved to be submitted by 30 April 2025. All documents must be submitted in Word/Excel as well as PDF where possible. I agree to all information provided being put in the public domain unless otherwise requested.

**Signatures and dates:**

**Edenbridge Town Council**

**West Kent Housing Association**

**Date**

**Date**