

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 28 October 2024 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
23 October 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 09 September 2024 (2023-061/1-9)**

 Full Council | 09 September 2024 v.1 - Minutes (Pages 2023-061/1-9)


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 16 September 062/1-2; 30 September 065/1-3; and Planning & Transportation 21 October 069/1-3**

 Planning and Transport | 16 September 2024 v.1 - Minutes (Pages 2023-062/1-2)


 Planning and Transport | 30 September 2024 v.1 - Minutes (Pages 2023-065/1-3)

 Planning and Transport | 21 October 2024 v.1 - Minutes (Pages 2023-069/1-3)

6.2 **Open Spaces Committee 16 September 063/1-7**

 Open Spaces | 16 September 2024 v.1 - Minutes (Pages 2023-063/1-7)

6.3 **Emergency Planning Committee 23 September 064/1-3**

 Emergency Planning | 23 September 2024 v.1 - Minutes (Pages 2023-064/1-2)

6.4 **Finance & Governance Committee 07 October 066/1-3; 14 October 067/1-2**

📄 Finance and Governance | 07 October 2024 v.1 - Minutes (Pages 2023-066/1-3)

📄 Finance and Governance | 14 October 2024 v.1 - Minutes (Pages 2023-067/1-2)

6.5 **Forward Planning Steering Group 14 October 068/1-3**

📄 Forward Planning | 14 October 2024 v.1 - Minutes (Pages 2023-068/1-3)

7 **To receive recommendations from the following Committees:**

7.1 **To receive recommendations from Finance and Governance Committee**

7.1.1 **To adopt the new Financial Regulations, and procurement procedures**

The Finance and Governance Committee (7 and 14 October) received and reviewed the proposed new Financial Regulations which are based on the National Association of Local Councils (NALC) new model regulations (April 2024), and have been adapted where appropriate to include Town Council procedures. Committee has viewed these twice and are satisfied to recommend to Council to adopt the new Financial Regulations.

Committee also reviewed the procurement procedures/levels of expenditure, which had been updated to reflect the new financial regulations and will be appendix to the regulations. Attached (confidential) is the draft version showing the changes. *Procurement document is attached separately to papers (as would not load).*

Do Members confirm and adopt the new Financial Regulations and procurement procedures/levels of expenditure?

📄 Confidential Annex 1 (omitted from public documents):

7.1.2 **To confirm the amended Standing Orders to reflect the new Financial Regulations - item 18 Financial Controls and procurement items a(v) and c from £25k to £30k**

Committee also noted and confirmed that the Standing Orders procedures for procurement would need to be updated to reflect the increased tendering level from £25k to £30k to reflect The Public Contracts Regulations 2015 and new draft Financial Regulations. *Document is attached (confidential) separately to papers (as would not load).*

Do Members confirm the updates to the Sanding Orders to reflect the new Financial Regulations - item 18 Financial Controls and procurement items a(v) and c from £25k to £30k?

7.2 **To receive recommendations from the Forward Planning Steering Group**

7.2.1 **To amend the Terms of Regulations so that the FPSG appoints a Chairman for the Council term (4-years) for continuity**

The Forward Planning Steering Group meets usually only annually, and agreed that its Chair should be appointed for the Council term. Committee recommend to full Council to support this and amend the Terms of Reference accordingly, to: The Chairman of the sub-committee is to be elected by the Committee at the first Committee meeting following the first meeting of the newly elected Council, in accordance with Standing Orders, and be in post for four-years (Council term). Should the Chairman resign from post, their replacement will be elected at the next meeting of the Committee and will hold the post

for the remainder of that Council term.

Do Members confirm the recommendation update the FPSG TOR for the Chairman to be appointed 4-yearly in line with a Council term?

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

8.1 **To ratify the appointment of the Open Spaces and Administration Officer**

At the time of publishing the agenda, details of the appointment are in negotiation, hence the name has been held back for confidentiality. An offer was made on Thursday 18 October and the contract issued week 21 October. A verbal update will be provided at the meeting.

Do Members confirm and ratify the appointment of the new Open Spaces and Administration Officer?

8.2 **Clerk's report**

Budgeting: The RFO and I have started to review the income and expenditure and prepare the draft budgets. Committees are being asked to review their spend ready for the Finance committee in November when it will consider Council's budgets and precept and make recommendation to Council for its December meeting.

Byelaws update: The accompanying report summarising Council's reasons for the updates to the byelaws was submitted recently to Department for Levelling Up, Housing and Communities (DLUHC).

Car parking issues in Council car parks: A meeting of the Parking Working Group to discuss the car parking audits and how to proceed is not forgotten and it is hoped to organise before the end of the year.

Cemeteries: Work continues to ensure the standards of the cemeteries and consistency with the rule book and the memorials. The office continues to monitor, and letters are being sent to the Grant of Right holders where memorials are not compliant. New signage has been drafted and confirmed and quotes from signage companies are awaited. It is hoped this will be in situ by December, and after the Christmas wreaths in mid-January there will be a full audit of the memorials.

Community Infrastructure Levy (CIL): Applications for CIL bids are in the process of being validated. CIL Board meeting is on 25 November. Current funding available is £119,201 (this includes receipt received for £8,635 and interest £2,229).

Grants annual programme: Window for applications is closed; the Grants meeting 25 November. Total grants budget available is £8,000.

Health & Safety Audit: The Buildings Manager/Head Groundsman continues to work through the action points from the July audit; and the fire risk assessment.

Land outside the old Police Station: I have met with the Landowner recently and now awaiting the legal paper which will be forwarded to the Council's solicitor to confirm before signing.

Market: Promoting the market for Christmas includes: front cover of the Edenbridge magazine, as well as a voucher in the magazine for a Christmas Hamper prize draw; post box for 'letters to Santa'; and Santa and his elves will be at the market on Thursday 19 December. The Market will close for Christmas two weeks until 9 January.

PACT meeting: Monday 21 October. Attended by several agencies and a couple of residents. Cllrs Layland and McArthur attended and will provide a report under agenda item 'outside bodies'. PACT meetings for 2025 are to be confirmed; SDC are looking at viability of one of the four meetings to be held in the evening.

Pavilion gutters and pipes repaint: The specification to repaint the red gutters and pipe work to match in with the new shutters (pine green) is being finalised ready to obtain quotes .

Pensions: Kent Pensions are moving to a new online system i-Connect which will require some time uploading council employee details.

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. Following a public consultation and pre-application advice from SDC, the developer is expected to submit a revised Plan fairly soon.

South & South East In Bloom awards: This year the Council submitted three entries, Cllrs Layland and McArthur attended the awards ceremony at Wisley last month, picking up Gold for Stangrove Park – Parks category; Silver-Gilt for the Cemeteries category; and Silver for the Millennium Wood – conservation category. Details on the website (link below).

Streetlights – Four Elms Road: The new streetlights at Four Elms Road which were installed as part of the new Medical Centre works, are now working.

Tourism and train stations: The Communications officer has designed two posters for each station to promote the market and *visitedenbridge*. These should be going up fairly soon. They are relatively cheap to produce so can be changed with different themes as needed.

Tourism and new walks leaflets and GPS App access: The Tourism Officer has completed walking all 10 routes, collected the GPS mapping data, new photographs and redrafted the wording. This is now ready for producing suitable maps. We have been in discussion with Ordnance Survey and issues around licences. Cllrs Aldridge and Gemmell Smith are meeting with the Town Clerk and Tourism Officer in November.

Vandalism: Graffiti continues to be an issue, which the Community Warden is cleaning at Council open spaces as well as having to replace Perspex at noticeboards damaged by catapults.

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.

Website: The Communications Officer has been working with the website designer on the new website and content. It is a huge labour intensive project which we are working through, and hope to have more details in December.

<https://www.edenbridgetowncouncil.gov.uk/edenbridge-shines-at-south-south-east-in-bloom-2024-awards/>

9 **Draft Local Plan - update**

There are no current updates.

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

10.1 **Community Warden: Four-yearly review and confirm the Council's precept commitment and contribution**

Council decision July 2019 supported a four-year financial commitment from the Precept to the Community Warden Partnership Scheme; but had asked for this to be reviewed every four years. The role has always been funded by the Council and a partnership, but with the reduction and withdrawal of some grants, the Council agreed to increase its contribution of the Precept to ensure and secure this valued community position. Current other partners are Great Stone Bridge Trust (past couple of years have increased their contributions, now £8k); West Kent House (£3.5k); Moat (£1k); funding from the Coldman Trust was not received last year, but the CW is in the process of submitting a new application. The current 2024-25 Precept contribution is £10,555 (this is likely to increase slightly in the 2025-26 budget).

Do Members confirm continued commitment and budgeting from the Precept for the Community Warden role? Do Members want to keep on a four-year review or satisfied it is considered annually with the budgeting process?

10.2

Pavilion: To reconsider engaging an independent heating engineer to survey the heating and water heaters to provide a report with recommendations, and the expenditure of up to £800

This agenda item should perhaps have been considered directly before or after agenda item 10.6.3 - Lease update for the Licence of Alteration and Deed of Variation. Whilst the items are linked, they are two different decisions to consider.

May 2024, Members were asked to support the need for a new heating system at the Pavilion which the Rugby Club had said it would fund. At the time, it was noted that the Lease was not clear as to whose responsibility the heating was and if the Club was to fund and install a new heating system there would need to be a licence for alteration and deed of variation. Council supported the Club's requested and instructed its solicitor (agenda item 10.6.3 update).

In an email from the Chairman in July to the Clerk, he asked if "there is any scope for the Council to directly assist with some of the costs associated with the refurbishment". In my email reply it was explained that that such expenditure would need to be considered and budgeted, but advised that they could consider a possible CIL application. I also raised issues with the Lease and discussions with solicitor

The Club advised in July they would have contractors on site in July and the Head Groundsman met with them to discuss the location of the external units (as requested by Council).

In the meantime, the Club has submitted a CIL application for funding for the heating and included in that application funding to replace two water heaters. The total cost of the project is now in the region of £98k; the application is for a considerable proportion of these costs. However, there remains the questions 1) the legal right to carry out the works as the Club has not engaged with the solicitor over the Licence of Alteration and Deed of Variation; 2) the water heaters is a new addition to the project; 3) any works that carried out under the Council's duties (as Landlord), have to follow the Council's own procurement procedures.

At the same time Council considered the Club's request to install new heating (May), Council considered it it wanted to engage its own heating engineer and obtain its own survey report with recommendations, prior to any changes that the Club wanted to make to the heating; the expenditure for this would have been between £400-600. In view that the Club has now suggested the water heaters also need changing, I would recommend that the Council engage its own professional for an independent report; estimate cost up to £800. Referred to in item 10.6.3 it is not clear a new heating system has been installed, but the CIL grant application would indicate not, and that they have installed two air conditioning units as a more cost efficient solution in the main Clubhouse.

It would appear that communications were understood that this was the new heating pump

system, but in the CIL application it indicates that Council has "approved the works of the heating system, in replacing with air conditioning units" and now asks for consideration to replace the boilers and gas heaters.

Do Members support engaging its own heating engineer to survey the heating and water boilers, and make recommendations, and the expenditure of up to £800?

Regarding the Rugby Club's proposal (as Council understood it to be) for the new heat pump system, does Council want to issue a letter of instruction to ask the Club to halt until the Council has its report and the solicitor has advised further? And, to arrange a meeting with the Lease Negotiation Group?

Or, how to Members want to proceed?

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

10.3.1 **Recreation Ground**

There has been one potential new gate raised which is being investigated. A routine audit will be carried out by end of the year. Any unauthorised gates will receive letters. Currently, there are no matters outstanding on this with the solicitor so this will be referred back to Open Spaces Committee to monitor.

10.3.2 **Stangrove Park**

During the spring tree survey it was noticed that a resident had created an unauthorised gated access at the rear of their property and the boundary of Stangrove Park (Council registered land), gaining access directly on to Stangrove Park. This prompted an audit of gates, and found there was eight others. Letters have now been sent to all. Two have been blocked, one has confirmed that they will remove the gate but has asked for some time, two are with WKH. There has been two letters of objection received. Advice has been taken from the solicitor, and a response (from the Clerk) is currently being drafted.

Do Members have any questions?

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

10.4.1 **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**

As previously reported, Council meetings May, July and September 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, but unfortunately had exceeded the UKSPF funding (up to £15k). However, he has been able to obtain two further quotes (having contacted five blacksmiths), and the costs are now looking viable and within the UKSPF allocation.

As the sign is in a conservation area and potentially falls under advertising regulations, a planning application will be submitted but we need to confirm the contractor and design to include in the application.

Other aspects/costs of the project includes the ground installation of the archway and new removal bollards along the access road thus providing the potential to utilise on market days.

The relocation of the streetlight (approved Council July and September) is due to be carried out in November.

Do Members have any questions?

10.4.2 **To confirm the preferred contractor for the archway**

Members are asked to consider the three quotes and contractors (A,B and C) and confirm its preference so that we can proceed with the planning application and finalise the details and costs to submit to SDC and the UKSPF to secure the funding. Due the time left for the grant, this needs to be submitted to SDC this year (2024). The below are quotes from three contractors who were given the same brief. Also to be considered and added to the below, will be the costs for the addition of removal bollards on the access road (only C has included costs for the archway installation).

Contractors:

A: Archway cost only £12,500 plus vat (£2,500) plus costs for groundworks and installation

B: Archway cost only £8,385 plus vat (£1,677) plus costs for groundworks and installation

C: Archway cost, ground work and installation £8,645 plus vat (£1,729)

Contractor C would also be able to source removable bollards and carry out the installation (estimated three bollards at this stage); awaiting quote.

Contractor A&B have not quoted for the ground work and installation, and as yet we have not been able to obtain a separate quote for this.

How do Members want to proceed?

- Confidential Annex 2 (omitted from public documents):
- Confidential Annex 3 (omitted from public documents):
- Confidential Annex 4 (omitted from public documents):

10.5 **Remembrance Sunday 10 November 2024**

Council has facilitated two meetings with local groups (Bonfire Society, Scouts, Church, Town Band) helping to ensure there is a parade and event at the War Memorial, as well as the afternoon Church service.

The Community Warden submitted the road closure request which has been confirmed (10.15 am to 12.00 noon) and the Bonfire Society has confirmed it will arrange the marshals and a driver to check all points; the Scouts are providing a parade marshal and the lead mini bus; the Royal British Legion are arranging the wreaths, Standard Bearer, and order of event; the Church will attend the 11.00 am service providing reading and prayers.

NHS Properties has confirmed access, and NEDRA has tidied the area around the War Memorial removing overgrown vegetation. As the hospital site will remain fenced with restricted space for people, the decision has been taken to keep the road closed at Mill Hill for the duration of the parade and service to allow for potential pedestrian overflow at the site 10.15 am to 12.00 noon. Signage has been ordered and will be displayed after the Bonfire Society's event (Monday 4 November).

Details:

Scouts minibus to lead the parade (limited seats available for booking in advance for those with walking mobility issues). Manor Care Home minibus at the rear.

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

11.15/20 am - Assemble behind the minibus to march back to the Leathermarket car park

2.30 pm - Afternoon church service attended by the Town Band

The event is published on the website, Facebook, Council noticeboards and newsletter.

Do Members have any questions? Councillors are requested to attend both events, please confirm attendance to the Community Warden.

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

Leases: Current Leases being updated or have amendments:

10.6.1 **Forge Singers new lease**

The new drafted lease was sent in December 2023; Council May 2023 (agenda item 11.7.1). The solicitor last heard from the Forge Singers in July 2024, following the issuing a new draft lease in December 2023. They said that as small community club based in Edenbridge, not a registered business, or charity, they are not comfortable signing a Lease. Details were reported to Council September meeting, Members considered the options: to continue with the Lease as the best viable option in the name of an individual or group of individuals, or the Singers establish themselves as a registered entity, or the Council serves Notice. Members discussed; one Members suggested advising them on becoming an unincorporated organisation. The recommendation was to invite the Forge Singers to a meeting with Cllr Baker and the Town Clerk. Two emails have been sent and there has been no response from the Forge Singers.

Having advised the solicitor that we would be inviting them in, they advised:

If they were to be an unincorporated organisation they would still not be a legal entity and would still not be able to enter into a lease as "Forge Singers". The Lease must be held in one of four ways:

1. By all the members in their individual names
2. By some of the members as trustees on trust for all of the members
3. By some of the members as trustees on trust for the purposes of the organisation, or
4. By all the members subject to their contractual rights and liabilities to each other as set out in the association's rules.

If we are still at an impasse then we may need to consider serving notice to terminate their occupation and propose new lease terms.

In view that the Forge Singers seem reluctant to cooperate, the Council may be left with having to serve notice to them.

How do Members want to proceed?

10.6.2 **Eden Valley Museum Lease renewal**

This is due for renewal March 2025, and has been reported through Council meetings May, July and September. The Solicitor has been liaising with the Museum who are in the process of registering as Charitable Incorporated Organisation (CIO) - Eden Valley Museum Trust CIO. As this is a separate entity, we cannot simply renew the existing lease.

The Solicitor has now prepared a draft new Lease which will be presented to the councillors on the Leases Group to raise questions and confirm the details. The recommended version will be presented to Council December or January meeting.

At the moment, the draft Lease has been prepared on the basis of Assignment then Renewal. This option is quicker and would assign the current lease to the CIO once it is created, and then grant the renewal to the CIO on 1 April 2025. 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.

Do Members have any questions?

10.6.2.1 **To confirm the duration of the new Lease**

The previous (current) Lease was drawn-up for a period of 25-years (to 31 March 2025). **Are Members happy to confirm the same terms 1 April 2025 to and including 31 March 2050?**

10.6.2.2 **Rent review periods**

The previous Lease set out rent review dates on the fifth, tenth, fifteenth and twentieth anniversary of this Lease. This Lease says that "On each rent review date, the rent may be increased to the market rent if that is higher than the rent applying before that date. The Market rent is the rent which a willing tenant would pay for the property on the open market...." However, Council tended to use the RPI or CPI rate to increase for that review year (considered with all fees and charges and applied 1 January or 1 April). This will be raised with the Lease Group.

Rent review could be annually (as with some Leases and most fees and charges), two-yearly or maintain every five-years. **How do Members want to proceed?**

10.6.3 **Rugby Club licence for alterations and deed of variation**

(Agenda Item 10.2 refers to the matter of the heating and water tanks). Council May 2024, approved the Lease to be amended to accommodate and clarify the arrangements for a new proposed heating system. The Council's solicitor had contacted with the Club in July regarding a Licence for Alteration and Deed of Variation, but has only heard from them when they initially acknowledged the first email, and has heard nothing since.

Council has not been advised if these units have been installed, but upon recent inspection of the external part of the building, it would appear that the heating fans have been fitted.

A CIL bid has since been received from the Club to fund this work, and has extended the project to include hot water heaters. Without the Licence of Alteration and Deed of Variation being resolved, I am not sure how best to proceed. Without the deed of variation, the Rugby Club would not have the legal right to carry out any works, and there remains uncertainty who is responsible for the heating.

Projects which the Council manage have to follow its procurement procedures, and for a project the size proposed by the Rugby Club would need to put to public tender.

Having contacted the solicitor, they said:


When I review the lease for you in the Summer I noted that the tenant was only responsible for internal repair and cleaning, whereas the main and structural parts of the property are the Council's responsibility. I would think that this includes the heating system as it is such an integral part of the property. We were considering the Deed of Variation to put this squarely in their responsibility, however as we have never heard back from them, I would suggest that the heating system would be for the Council to remedy.

I emailed the Club a week ago and I am awaiting acknowledgement. If the heating has not been installed, I would recommend that the Council instructs the Rugby Club to stop with any of its plans (as per item 10.2), and for Council to proceed with its own investigations and consider the impacts on its budgets and maintenance plans. If the Club has installed the heating, I would suggest that the solicitor issues the Deed of Variation to cover the heating part (or air conditioning units as it would appear from the CIL application) and that we ask the Club not to proceed with any further works until the Leases Group has met with the Club to discuss the issues and carried out its own survey (item 10.2).

In view that a) the Club has not responded to communications; b) Council does not know what works have or haven't been carried out; c) that its project to initially install a heating system has expanded without seeking council confirmation, I would advise that Council instructs the Club to halt any proposed work and for a meeting with the Lease negotiation Group be arranged as soon as possible. The solicitor she be kept in the loop and advice continued to be taken.

How do Members want to proceed?

- 10.7 **To receive an update of the approved Council and Committees Meeting schedule for 2025**
September Council confirmed the Council and Committees Meeting schedule for 2025. Attached is an updated version as there were a couple of error. **Are Members happy to accept the correct and amended schedule of meetings?**

 Annex 5: Meetings dates for 2025 approved council 2409.pdf

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

- 11.1 **To receive a request from the Edenbridge Community Christmas Associate (ECCA) to wavier the hire fees for Rickards Hall for its Christmas event on Saturday 30 November (hire from evening 29 November and all day and evening 30 November)**

The ECCA has requested that Council consider to allow them to use Rickards Hall free of charge for its Christmas Extravaganza event on Saturday 30 November; this would include the evening of Friday 29 November and all day/evening 30 November.

Members are advised that Rickards Hall its one of its few income sources, and other bookings have already been turned down.

Do Members confirm ECCA free hire of Rickards Hall for its community event from evening Friday 29 February through to mid-night 30 November?

- 11.2 **Pavilion: To approved the expenditure of £4,797 plus vat, for a new replacement Submersible Pump (sewage pump)**

September 2023 Council paid for a replacement pump, cost £4,797; following a routine

service there was found to be a low reading to earth on pump, and as this was the sewage pump the advice was that it would need to be replaced.

Last month, the engineer attended for the regular service to the single foul water and surface water combined system. On arrival found the chamber at high level. Controls not in automatic mode. Removed pump and inspected visually. Evidence of a foreign object having gone through the pump which has dislodged the impeller. Possible water inside pump. Electrical tests completed, running current satisfactory but pump has failed its insulation resistance test possibly due to water ingress into the pump caused by the dislodging of the impeller. Tested controls, all working well. Set parameters to correct values. Controls left in automatic mode. Faults Found Pump failed insulation resistance test Impeller dislodged Controls not in automatic mode on arrival causing a high level. Urgent Requirements Replace failed pump.

Cost for the replacement pump £4,797 plus vat.

Do Members confirm the expenditure of £4,797 plus vat, for a new replacement Submersible Pump (sewage pump)?

12 **Consultations**

12.1 **Kent SEND Strategy 2025-2028 - closing date 11 November**

<https://letstalk.kent.gov.uk/send-strategy-2025-2028>

12.2 **Proposed Main Modifications to the Kent Minerals and Waste Local Plan 2024-39 - closing date 28 November 2024**

<https://letstalk.kent.gov.uk/kmwlp24-39-mod>

[Annex 6: Guidance Note - Consultation on the Main Modifications to KMWLP - October 2024.pdf](#)

12.3 **Creating a Safer Future Together, Kent and Medway Fire and Rescue Authority, Community Risk Management Plan and Survey 2024 - closing date 18 January 2025**

<https://www.kent.fire-uk.org/news/have-your-say-how-kfrs-measures-response-times>

12.4 **The Local Government Boundary Commission for England - Sevenoaks District reduce from 54 to 48 councillors - closes 20 January 2025**

<https://www.lgbce.org.uk/all-reviews/sevenoaks>

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

14 **To consider any press releases**

15 **Matters for future agendas**

16 **Date of next meeting - 09 December 2024**

This meeting will include receiving the budget recommendations from the Finance Committee and consider the draft budget and precept for 2025-26.

LIST OF DATES FOR COUNCIL, COMMITTEES & OTHER MEETINGS 2025
(presented to Council 09 September 2024)

Unless otherwise indicated, all meetings are open to the public, commence at 7.30pm and are held in **Rickards Hall**.

Monday	06 January	
Monday	13 January	Planning Committee
Monday	20 January	Council Meeting to confirm precept
Monday	27 January	Finance ¾ review (& Governance) Committee
Monday	03 February	Open Spaces Committee (EOY review)
Monday	10 February	CIL Board
Monday	17 February	Planning Committee & Transportation Committee
Monday	24 February	<i>Emergency Planning Committee</i>
Personnel Committee (Feb/March)		
Monday	03 March	Council Meeting
Monday	10 March	Planning Committee
Monday	17 March	
Monday	24 March	Finance Committee (end-of-year)
Monday	31 March	Annual Town Meeting (hall bkd)
Footpaths Working Group		
<i>End-of-year internal auditor visit</i>		
Monday	07 April	Planning Committee
Monday	14 April	Open Spaces Committee (commissioning works)
Monday	21 April	Easter Monday
Monday	28 April	Planning Committee
Planning Committee		
<i>Emergency Planning Committee</i>		
Monday	05 May	Bank Holiday
Monday	12 May	Annual Meeting of the Town Council
MONDAY	19 May	Planning Committee
Monday	26 May	Bank Holiday
Monday	02 June	Open Spaces Committee (summer programme)
Monday	09 June	Planning Committee
Monday	16 June	
Monday	23 June	
Monday	30 June	Planning Committee

Planning Applications: Where an application comes in that does not coincide with a scheduled Planning Committee meeting, either an extra meeting will be called, or the application will be considered outside a meeting as per the Terms of Reference delegated business and reported to the next committee meeting.

Monday	07 July	Council Meeting
Monday	14 July	Finance Committee -1/4ly review
Monday	21 July	Planning Committee
Monday	28 July	Open Spaces Committee (<i>provisional if needed</i>)
Planning Committee		
Monday	04 August	
Monday	11 August	
Monday	18 August	Planning Committee (<i>Delegated authority over summer period</i>)
Monday	25 August	Bank Holiday
Monday	01 September	Planning Committee
Monday	08 September	Council Meeting
Monday	15 September	Open Spaces Committee (review & winter programme)
Monday	22 September	Planning Committee
Monday	29 September	<i>Forward Planning Steering Group</i>
<i>Leaseholders Cricket, Rugby, Nomads & SLAs (meetings Oct/Nov/Dec)</i>		
<i>Interim Internal Auditor visit</i>		
Monday	06 October	<i>Emergency Planning Committee</i>
Monday	13 October	Planning & Transportation Committee
Monday	20 October	Finance (& Governance) Committee – 6 monthly review
Monday	27 October	Council Meeting
<i>Personnel Committee to confirm staffing budgets</i>		
<i>Audit Review Group (private) to meet before Finance Committee</i>		
Monday	03 November	Planning Committee
Monday	10 November	Open Spaces Committee (budgets)
Monday	17 November	Finance Committee (draft budget)
Monday	24 November	Planning Committee
Monday	01 December	Charities & Grants / CIL Board (tbc)
Monday	08 December	Council Meeting (draft budget)
Monday	15 December	Planning Committee
Monday	22 December	<i>No meetings – Christmas period</i>
Monday	29 December	



Proposed Main Modifications to the Kent Minerals and Waste Local Plan 2024-39
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Kent Minerals and Waste Local Plan 2024-39 - Proposed Main Modifications Consultation

Guidance Note - October 2024

Kent County Council has published Main Modifications to the Kent Minerals and Waste Local Plan 2024-39 for consultation from Thursday 17th October 2024 to midnight on Thursday 28th November 2024. This Guidance Note has been provided to assist you in making representations on the proposed Main Modifications. It incorporates the Statement of Representation Procedure and Availability of Documents as required by Town and Country Planning (Local Planning) (England) Regulations 2012 - Regulation 19, 20 and 35.

Introduction

The Kent Minerals and Waste Local Plan 2024-39 will form part of the Development Plan which represents the planning policy framework for minerals and waste development in Kent.

The Kent Minerals and Waste Local Plan 2024-39 (the Plan) was submitted to the Secretary of State for Independent Examination on 17 May 2024. The independent Inspector appointed to examine the Local Plan convened public hearings in September 2024 to consider relevant Matters and Issues.

After considering representations made during the Regulation 19¹ consultation on the Local Plan, and following the public hearings, the Inspector has identified a number of Main Modifications that she considers are required in order to ensure that the Local Plan is 'sound' (i.e. positively prepared, justified, effective and consistent with national policy) and legally compliant.

In accordance with Section 20(7C) of the Planning and Compulsory Purchase Act 2004 and Regulation 20 of the Town and Country Planning (Local Planning) (England) Regulations 2012, Kent County Council has published the proposed Main Modifications that are considered necessary to make the Plan sound and legally compliant. An appraisal of the impacts of the Main Modifications on social, economic and environmental objectives has been undertaken and included in a Sustainability Appraisal (SA).

The purpose of this consultation is to seek views on the soundness and legal compliance of the proposed Main Modifications to the Local Plan, along with the SA. All representations received will be collated and passed on to the Planning Inspector

¹ Regulation 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012

Proposed Main Modifications to the Kent Minerals and Waste Local Plan 2024-39
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who will then consider if any further changes are required to be made to the draft Kent Minerals and Waste Local Plan 2024-39 before it can be adopted.

This statement provides details on how to view and make representations on the Main Modifications to the Local Plan and the associated SA.

Representations on 'Soundness'

Soundness is explained in paragraph 35 of the National Planning Policy Framework 2023 (NPPF)². The Inspector must be satisfied that the Plan is 'positively prepared', 'justified', 'effective' and 'consistent with national policy' as explained below:

- **Positively Prepared:** This means that the Plan should provide a strategy which, as a minimum, seeks to meet objectively assessed development and infrastructure requirements, and is informed by agreements with other authorities, such that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development.
- **Justified:** The Plan should be an appropriate strategy taking account of reasonable alternatives, and based on proportionate evidence.
- **Effective:** The Plan should be deliverable over their period and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground.
- **Consistent with national policy:** The Plan should enable the delivery of sustainable development in accordance with the policies in the NPPF and other statements of national planning policy, where relevant.

When considering the soundness of the proposed Main Modifications you should go through the following steps before making representations:

- a. If you think the Main Modifications do not cover an issue with which you are concerned is it already covered specifically by national planning policy? If so, does it need to be included in this Plan?
- b. Is what you are concerned with covered by any other policies in any other Plan including the adopted Local Plans of the Kent District, City and Borough Councils?
- c. If the issue is not addressed elsewhere, in what way do the Main Modifications make the Plan unsound and what do you think the Main Modifications (and/or related text in the Plan) should say?

Representations on Legal Compliance

Before making a representation on legal compliance, you should consider legal requirements associated with plan making which include the following:

- The process of consultation on the Plan must be in accordance with the Council's Statement of Community Involvement (SCI). KCC's SCI sets out the

² <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

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strategy for involving the community in the preparation and revision of its Plans and is available on the County Council website³.

- Preparation of the Plan should comply with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) (the Regulations). On publication, KCC must publish the documents prescribed in the Regulations, and make them available at its principal office and on its website. The Local Planning Authority must also notify the Local Plan bodies (as set out in the Regulations), and any persons who have requested to be notified, of the Plan's publication.
- KCC is required to provide a Sustainability Appraisal (SA) Report when it publishes a Plan which should be consistent with the Environmental Assessment of Plans and Programmes Regulations 2004. The SA report should identify the process by which the SA has been carried out, and the baseline information used to inform the process and the outcomes of that process. The SA and related Non-Technical Summary is available on the County Council's consultation portal⁴, and at the main County Council office listed below.
- The Plan should be in general conformity with the adopted District and Borough Local Plans.

Further Information

In addition to the Main Modifications, a number of other minor changes and updates are required to be made to the Local Plan before it is adopted. These Additional (minor) Modifications are largely factual updates to improve presentation or to address or correct any typographical or factual errors.

The Additional Modifications are outside the scope of the Main Modifications consultation and are not being put before the Inspector for consideration as they are not required to resolve soundness or legal compliance issues. These Additional Modifications are available to view on the consultation portal for information only and are not subject to consultation.

We have also produced a version of the Kent Minerals and Waste Local Plan 2024-39 which shows the Main Modifications as tracked changes for context. This is available to view on the County Council's consultation portal <https://letstalk.kent.gov.uk/hub-page/mineralsandwaste>.

Document Availability

The proposed Main Modifications to the Kent Minerals and Waste Local Plan 2024-39, Sustainability Appraisal and supporting documents are available for inspection via the County Council's online consultation portal: www.kent.gov.uk/mineralsandwaste.

A hard copy of the proposed Main Modifications to the Kent Minerals and Waste Local Plan 2024-39, Sustainability Appraisal and supporting documents are also

³ [Statement-of-Community-Involvement.pdf \(kent.gov.uk\)](#)

⁴ <https://letstalk.kent.gov.uk/hub-page/mineralsandwaste>

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available to view at the main County Council office - Sessions House, County Hall, Maidstone, Kent ME14 1XQ between the hours of 9am and 5pm Monday to Friday for the duration of the consultation.

In addition, the County Council has computer access available via its libraries (excluding mobile libraries) where the consultation documents are available to be viewed in an electronic format during their normal opening hours.

If you require any of the documents in an alternative format or language please email alternativeformats@kent.gov.uk or call 03000 42 15 53 (text relay service number: 18001 03000 42 15 53). This number goes to an answering machine, which is monitored during office hours.

Representations Deadline

The consultation is taking place for 6 weeks from **Thursday 17th October 2024 to midnight on Thursday 28th November 2024**.

Representations must be received by midnight on Thursday 28th November 2024. Please note that representations received before the deadline will be shared with the Planning Inspector for consideration and **representations received after this deadline will not be considered**.

How to Submit a Representation

Representations must be made in writing and you are strongly recommended to make representations by completing and uploading the online representation form at the following County Council website: www.kent.gov.uk/mineralsandwaste.

Representations can also be made by downloading the representation form from the County Council's website and submitting the completed representation form as follows:

- By email to: mwlp@kent.gov.uk, or
- By post to: Minerals and Waste Planning Policy, Planning Applications Group, Invicta House, Maidstone, Kent, ME14 1XX

Please note that your representation will be shared with the Planning Inspector in full for consideration and a redacted version will be published on the County Council's website. The County Council's Minerals and Waste Local Plan privacy notice with further information can be found here: <https://www.kent.gov.uk/about-the-council/information-and-data/access-to-information/gdpr-privacy-notices/environment.-planning-and-enforcement/minerals-and-waste-privacy-statement>.

If you have any queries about the process of submitting representations, please contact the Minerals and Waste Policy team by email at mwlp@kent.gov.uk or telephone via 03000 422370.