

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

Town Clerk
4 December 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

Agenda

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

1	To Receive Apologies for Absence	4
2	Declaration of Interests or Predetermination	4
3	Public Questions and Statements	4
4	To receive, adopt and sign the minutes of the Council meeting held on 28 October 2024 (2023-070/1-9)	4
5	To receive County and District Councillors Reports	4
6	To adopt the following reports/minutes of meetings	4
6.1	Planning Committee 11 November 073/1-4; 02 December 077/1-3	4
6.2	Open Spaces Committee 04 November 071/1-8	4
6.3	Personnel Committee 05 November 072/1-3	4
6.4	Finance & Governance Committee 18 November 074/1-3	4
6.5	Charities and Grants Committee 25 November 075/1-3	4
6.6	CIL Board 25 November 076/1-3	5
7	To receive recommendations from the following Committees:	5
7.1	To receive recommendations from Personnel Committee	5
7.1.1	To support increasing the Communications Officer's pay scale in line with others to SCP level 16 (rising on increments to LC2 23), from 1 December	5
7.1.2	To move two employees to the next pay band: one employee to move up from LC1 (7-12) to LC1 (13-17) band; and the other from LC2 (29-32) to LC3 (33-36). The scale increments would be from 1 April	5
7.1.3	To move the year-end salaries budget surplus into the earmarked staff reserves	5

	7.1.4	To support the 2025-26 staffing budget proposals of £516,563.62	5
7.2		To receive recommendations from Finance and Governance Committee	5
	7.2.1	To increase the fees and charges 2025: Rickards Hall hire, allotments, garage, and market fees in line with the RPI rate 2.7% (as published September); and cemeteries, services and staff costs as per the proposed Precept percentage (item 10.3)	5
	7.2.2	To confirm the Lease rents for 2025	6
	7.2.3	To confirm the Service Level Agreements for HOUSE £9,000; and Museum £6,500	6
8		To receive reports and any recommendations from working groups; delegated reports; clerk's and officers' reports	6
	8.1	Clerk's report	6
	8.2	To receive the Internal Auditor's interim report	7
9		Draft Local Plan - update	8
10		Budget 2025-26	8
	10.1	To receive an update on the Council's income and expenditure 2024-25, Earmarked Reserves and General Reserves	8
	10.2	To consider the full draft budget for 2025-26	8
	10.3	To consider the Precept for 2025-26	8
	10.4	To confirm the recommendation for the Earmarked Reserves for 2025-26	9
11		Matters arising from the minutes for report and not elsewhere on the agenda	9
	11.1	Pavilion: To receive an update on the current position of heaters and boilers, and to approve the expenditure/revised cost for an independent investigation and report of £2,195	9
	11.2	To receive an update on the project for new Market Archway at Market Yard car park access road	10
	11.2.1	To ratify the expenditure for engaging an architect to complete the necessary map drawings for the planning application (funded from the UK Shared Prosperity Fund); expenditure £743 plus vat	10
	11.3	Leases: to receive updates on the progress of:	11
	11.3.1	Forge Singers new lease	11
	11.3.2	Eden Valley Museum Lease renewal	11
	11.3.3	Rugby Club licence for alterations and deed of variation	11
12		OTHER BUSINESS including items referred from Committees for decision	11
	12.1	Church House: to receive a Damp Report and recommendations for initial works and expenditure of £5,885; and then to include in the planned maintenance programme drainage and extraction systems	11
	12.2	Church House: upgrade to the fire alarm panel and additions expenditure £2,750 plus vat	12
	12.3	Legionella Surveys for Council owned buildings: To consider and approve the expenditure of £2,520 plus vat for seven sites	12
13		Consultations	12
	13.1	The Local Government Boundary Commission for England - Sevenoaks District reduce from 54 to 48 councillors - closes 20 January 2025	12
	13.2	A Strategy for the Future of Education in Kent 2025-2030 (Kent County Council) - closing date 11 December 2024	12
	13.3	Edenbridge Local Walking and Cycling Infrastructure Plan (Sevenoaks District Council) - closing date 16 December 2024	12
	13.4	Enabling remote attendance and proxy voting at local authority meetings (.gov.uk) - closing date 19 December	13

13.5	Proposed Changes to Wellbeing Services in the Community (Kent County Council) - closing date 27 January	13
14	To receive reports from councillors who have attended meetings of outside bodies	14
15	To consider any press releases	14
16	Matters for future agendas	14
17	[CONFIDENTIAL] To receive a letter from the Rugby Club: Replacement Heating and Hot Water System and request for reimbursement of its costs	14
18	Date of next meeting - 20 January 2025	15

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 28 October 2024 (2023-070/1-9)**


 Full Council | 28 October 2024 v.1 - Minutes (Pages 2023-070/1-9)

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


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

6.1 **Planning Committee 11 November 073/1-4; 02 December 077/1-3**


 Planning and Transport | 11 November 2024 v.1 - Minutes (Pages 2023-073/1-4)

 Planning and Transport | 02 December 2024 v.1 - Minutes (Pages 2023-077/1-3)

6.2 **Open Spaces Committee 04 November 071/1-8**

 Open Spaces | 04 November 2024 v.1 - Minutes (Pages 2023-071/1-8)

6.3 **Personnel Committee 05 November 072/1-3**

 Personnel | 05 November 2024 v.1 - Minutes (Pages 2023-072/1-2)

6.4 **Finance & Governance Committee 18 November 074/1-3**

 Finance and Governance | 18 November 2024 v.1 - Minutes (Pages 2023-074/1-5)

6.5 **Charities and Grants Committee 25 November 075/1-3**

6.6 **CIL Board 25 November 076/1-3**

Community Infrastructure Board | 25 November 2024 v.1 - Minutes (Pages 2023-076/1-3)

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

7.1 **To receive recommendations from Personnel Committee**

7.1.1 **To support increasing the Communications Officer's pay scale in line with others to SCP level 16 (rising on increments to LC2 23), from 1 December**

Do Members confirm the pay increase for the Communications Officer as recommended by the Personnel Committee?

7.1.2 **To move two employees to the next pay band: one employee to move up from LC1 (7-12) to LC1 (13-17) band; and the other from LC2 (29-32) to LC3 (33-36). The scale increments would be from 1 April**

Do Members confirm to move two employees to the next pay band as recommended by the Personnel Committee?

7.1.3 **To move the year-end salaries budget surplus into the earmarked staff reserves**

Committee had received an updated view of the budget for 2024-25 with the NJC pay award (effective 1 April 2024, issued October 2024). As a result of the two staff vacancies (one recently filled), the estimated budgeted surplus is likely to be in the region of £26-28K. Committee noted the lower than budgeted pay award, inflation rates, future unpredicted pay awards, pension contribution rates possible increase, cost of locum officers if needed, and agreed to recommend to Finance Committee and Council that the staffing earmarked reserves should be strengthened using the staffing surplus from 2024-25 budget. Finance Committee supported the recommendation.

Do Members support the recommendation?

7.1.4 **To support the 2025-26 staffing budget proposals of £516,563.62**

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

Budget proposals for 2025-26 will be considered under agenda item 10.

7.2.1 **To increase the fees and charges 2025: Rickards Hall hire, allotments, garage, and market fees in line with the RPI rate 2.7% (as published September); and cemeteries, services and staff costs as per the proposed Precept percentage (item 10.3)**

The Finance and Governance Committee received and reviewed the proposed fees and charges for 2025. It was agreed to recommend the RPI rate for September (the October RPI was not known at the time of meeting; previous RPIs have usually used October rate. The October rate released 20 November, is 3.4%).

Recommendation from Committee:

- Fees to increase by RPI (assumed September rate 2.7%) Rickards Hall hire, allotments, garage, and market fees.

- Fees for services to external organisations, fairground/circus use of open spaces, staff time, and cemeteries to increase in line with the Precept percentage increase (see confidential paper with proposal item 10.3).

Do Members confirm the fees and charges recommended increases? Do Members confirm using the September or October RPI rate?

- ☒ Confidential Annex 1 (omitted from public documents):
- ☒ Confidential Annex 2 (omitted from public documents):

7.2.2 **To confirm the Lease rents for 2025**

Leases for each Club differ slightly. Actual invoicing changes are effective from 1 April due to the invoicing dates in two equal payments:

Cricket – annually on review date (1 January) by RPI at the rent review date

Nomads – two yearly review February (month agreement made) by RPI published in the month preceding the review date – last increase was 2023, so 2025 increase

Rugby – increase annually by RPI at the rent review date

Do Members confirm the rent increases by 2.7 % (RPI as of September and recommended by Finance Committee) or 3.4% at the October rate?

- ☒ Confidential Annex 3 (omitted from public documents):

7.2.3 **To confirm the Service Level Agreements for HOUSE £9,000; and Museum £6,500**
Do Members confirm the ongoing SLAs as above for 2025 budget?

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

8.1 **Clerk's report**

Budgeting: The RFO and I have been working on budgets and updating the reserves reporting to improve transparency.

Byelaws update: Following submission of the accompanying report for the updated byelaws we are still awaiting feedback from Ministry of Housing, Communities and Local Government (MHCLG).

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 but due to staffing this has been postponed.

Cemeteries: Quotes for new signage has been received and we are currently in process of confirming the order details.

Christmas working and office hours: A reminder that the office closes to the public Thursday 19 December, but the office is working Friday 20 December. The office will be closed for the Christmas period from Monday 23 December returning Thursday 2 January. Groundstaff will work until 24 December returning Thursday 2 January. (They may attend to empty bins 31 December.) The website and phone messages will direct to emergency contacts.

Council's 130th anniversary: Next year (2025) is a milestone being the Council's 130th anniversary! Throughout the year we will look at marking this momentous occasion.

Land outside the old Police Station: The Landowner has confirmed details with her solicitor, awaiting documents to be forwarded to the Council's solicitor to confirm before signing.

Market: Last month a meeting was held with some of the traders to discuss additional promoting of the market. It was agreed to utilise some paid advertising on Facebook, new banners, leaflets, a form of providing leaflet/business cards for traders to issue to customers advising when they will be at the market – access to an online calendar. In addition, we will monitor the Christmas Hamper voucher initiative, and possibly repeat seasonally. Summary of Christmas activity 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 to give out gifts to those who sent letters. There will be an extra market before Christmas on Monday 23 December. The Market will close for Christmas two weeks until 9 January.

NEDRA – invitation to councillors to hear about its water quality testing project: Following a grant application, which has been supported by Great Stone Bridge Trust, NEDRA are looking to carry out a citizen science-led water quality monitoring programme to address the issues of pollution in the river Eden. Would members like to organise an date to hear more about this project?

PACT meeting: Meetings dates for 2025: Mondays 20 January, 28 April, 21 July, 20 October.

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.

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 has now submitted its planning application 24/02765/OUT. Planning Committee has considered the application and the additional information and submitted its representations.

SDC Liaison meeting: Councillors and officers meet with SDC Leader, Chief Executive, and Deputy Chief Executive & Chief Officer on 21 November. Matters discussed included updates following the last meeting including progress with enforcement notices, UK Prosperity Fund, Stangrove development. Most discussion was about the impact of the development proposals in the emerging Local Plan as well as the pressures from Government.

Tourism and train stations: There is now a new poster in the noticeboard at top station promoting the market and visitedenbridge. We hope to have one at town station also.

Tourism and new walks leaflets and GPS App access: The walks leaflets project continues and we hope to engage the designer (funded through CIL grant) in the coming weeks.

Vandalism: Graffiti continues to be an issue, which the Community Warden is cleaning at Council open spaces. Noticeboard at Stangrove Park was recently pushed over with new posts having to be fitted.

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 big project which we are working through, but we now have the main frame and are in the process of updating the content.

8.2

To receive the Internal Auditor's interim report

The internal auditor attending in October. We spent quite sometime looking at reporting for council reserves position. Overall, it was a positive audit. See the link below to the report.

Do Members have any questions?

9 **Draft Local Plan - update**
There are no current updates. At the SDC Liaison meeting it was reported that they hope to be able to proceed with a further Regulation 18 consultation in 2025.

10 **Budget 2025-26**
Finance Committee has considered the draft budget proposals for 2025-26. This included recommendations from the Forward Planning Steering Group (FPSG), Personnel and Open Spaces Committees. Finance Committee considered the current reserves position and view at the end of the financial year, as well as the forecasted year-end position, proposed budget for 2025-26 and impact on the Precept and Band D. The conclusion and recommendation from Committee was to continue to precept sufficiently to support a balancing budget, not to draw down on the reserves which had taken several years to strengthen and bring back to a stable level, and to precept for the full deficit on expenditure with the anticipated income. In addition, it supported the recommendations from committees and the FPSG to set up a new earmarked reserve and precept to allow funding to help towards enabling some of the projects in the Council's strategic plan and objectives. *Confidential report attached.*

Financial reports attached are as presented to the Finance Committee (18 November). The confidential report provides an appraisee of the budget, reserves, precept recommendations and Band D.

The draft budget for 2025-26 will be published on the Council's website following Council's recommendation and resolution on the draft budget. This will be presented to the January Council to confirm the Precept and Band D payment.

 Confidential Annex 4 (omitted from public documents):

10.1 **To receive an update on the Council's income and expenditure 2024-25, Earmarked Reserves and General Reserves**
Finance I&E reported is up to 31 October. *The confidential report attached includes I&E for 6-months, budget 2024-25 (and budget proposals 2025-26 item 10.2).* A copy of the Consolidated Balance Sheet is also attached for information.

Do Members have any questions?

 Confidential Annex 5 (omitted from public documents):

 Annex 6: Consolidated Balance Sheet 10-24

10.2 **To consider the full draft budget for 2025-26**
Refer to confidential reports attached item 10.1 - includes I&E to 31 October, budget 2024-25 and budget proposals 2025-26 - end column. Also see the Clerk's report on item 10.

Do Members confirm the draft budget for 2025-26 as presented for each cost centre, and the total budgeted I&E?

10.3 **To consider the Precept for 2025-26**
At the time of preparing the budget the tax base is not know, SDC do not issue this until December. Therefore, Council can only make its best estimated calculations when considering the Precept and Band D calculation. This is then presented to January Council following a period of publication of the budget and proposed Precept. See *attached confidential report.* Having received the Finance Committee's recommendation,

considered the draft budget and the impact on the Precept and Band D,

How do Members want to proceed? Do Members confirm the recommendations by Finance Committee (as per report item item 10, page 4 for Precept, and page 5 for the Band D).

10.4 **To confirm the recommendation for the Earmarked Reserves for 2025-26**

Members are asked to confirm earmarked reserve levels for 2025-26 having considered the budget. These may change with projects not completed in 2024-25 and the spend carried over in to the following year and added to the EMRs. *Refer to attached confidential report and spreadsheet with report under item 10.*

Do Members confirmed the EMR levels as presented or are then any proposed adjustments?

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

11.1 **Pavilion: To receive an update on the current position of heaters and boilers, and to approve the expenditure/revised cost for an independent investigation and report of £2,195**

As report to Council (October and other meetings), there has been ongoing issues with the heating and boilers at the Pavilion, but the exact problems are not known and Council confirmed the expenditure of £800 for an independent heating engineer's report. The surveyor who carried out recent building surveys recommended a specialist. However, having sent photographs and discussed the concerns, he has recommended a specialist company who he believes is better positioned for the type of system already installed to provide a condition survey and technical appraisal of the heating and hot water system.

The proposed service will involve the survey of the existing boiler installation, including ancillary plant at the above property reporting on their overall condition, standard of installation, suitability of application and life expectancy with possible replacement.

Scope of Service

- Agree approach and timetable for survey work and compilation of report.
- Undertake off-site investigations including review of licence to alter, 'as fitted drawings,' O&M Manuals, site documentation, maintenance records, etc.
- Undertake visual inspection of the boiler installation including heat emitters and ancillary plant equipment, reviewing general condition, design application and operational efficiency.
- Liaise with plant manufacturers/ maintainers, in respect of condition, current operational status, maintenance issues etc. reviewing any recommendations.
- Prepare report identifying condition together with any defects or deficiencies associated with the installation including maintenance regime complete with budget costs for remedial works or life cycle replacement.
- Review draft report with Client and agree any amendments.
- Finalise and issue report.

Do Members confirm the expenditure of £2,195 plus vat for a full investigation and report to the boilers and heaters at the Pavilion to help ascertain the issues and life expectancy of the current system?

 Confidential Annex 7 (omitted from public documents):

11.2 **To receive an update on the project for new Market Archway at Market Yard car park**

access road

October Council confirmed the contractor for the proposed new archway new archway to promote the market in Market Yard car park, with the works funded through the UK Shared Prosperity Fund (via Sevenoaks District Council (SDC)). A planning application was submitted in November as the car park is in a conservations area, and the wording 'Edenbridge Market' comes under advertising regulations. The application has not met the validation process and requires:

- The Site Location Plan provided was not accepted, and requested to provide an alternative Site Location
- The submitted block plan would prefer consider a scale of 1:500, 1:200 or 1:100 being common
- The submitted drawings showing the arch elevations need to be drawn to a set scale, with an associated scale bar so that we can accurately scale the drawings. In addition, based on the proposal description would expect that we would scaled drawings for the proposed bollards as well
- As the application is situated within a Conservation Area, a Heritage Statement to provide an assessment of the significance of heritage assets and/or their settings which could be affected by the development, and of the impacts of that development upon them.

I have engaged a local architect to assist with and confirmed with SDC use of the funding to cover these costs. There may be some additional costs if SDC comes back requesting a more comprehensive appraisal, and would then possibly consider employing a Heritage Consultant for this element.

SDC are keen to release the funding for the project, but I have said to wait until we know if the planning application is successful. In the meantime, the contractor is finalising the costs with the bollards so that we are ready to submit to SDC to claim the funding by end of February.

Do Members have any questions?

11.2.1

To ratify the expenditure for engaging an architect to complete the necessary map drawings for the planning application (funded from the UK Shared Prosperity Fund): expenditure £743 plus vat

The planning application did not meet the validation process (see above update). I engaged the architect as we had only 21 days to submit the details drawings. Costs include:

- purchasing a new OS map
- provide a 1:100 scale plan of the existing access from High Street to Market Yard, based on the above OS map with additional check dimensions to plot the existing street furniture. Elevations of the building along both sides of the access for context.
- provide 1:100 drawn information of the proposed arch, and proposed removeable bollards; this information can be added to a proposed, add this information to a proposed version of the drawing
- write a straightforward heritage statement which will address the main points of the application – but Sevenoaks District Council may ask for a more comprehensive appraisal. If so we may need to talk about employing a Heritage Consultant for this element, but we won't know about this until the application is submitted again

Do Members ratify the expenditure of £743 plus vat?

11.3 **Leases: to receive updates on the progress of:**
Leases: Current Leases being updated or have amendments:

11.3.1 **Forge Singers new lease**

The matter to provide the Forge Singers with a proper lease for their hut on council land, has been ongoing for over a year; Council May 2023 (agenda item 11.7.1) confirmed a formal leases should be provided to protect both parties and a draft lease was sent December 2023. Council has received ongoing updates, but the group seem reluctant to engage with the council's solicitor, officers or councillors - council had recommended a meeting be arranged with Cllrs Baker, Layland and the Town Clerk, but this looks like it will not happen. The purpose was to discuss the Lease which would need to be in the name of an individual or group of individuals, or the Singers establish themselves as a registered entity. Failing this the Council would need to serve Notice.

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

How do Members want to proceed?

11.3.2 **Eden Valley Museum Lease renewal**

This is due for renewal March 2025. The Lease Negotiation Group and I have met to review the lease drafted by the solicitor. I have submitted the comments and I am now awaiting feedback. Once the Lease Negotiation Group has seen the updated draft lease and is satisfied, a copy will be submitted to the Museum.

Do Members have any questions?

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

Following last meeting, I have written to the Rugby Club to instruct the Rugby Club to halt any proposed work, and advised that Council would obtain further clarification on the heating and hot water issues. I have also advised the solicitor.

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

Items 12.1-12.3 are for unbudgeted expenditure. Whilst each would need to be funded via the corresponding cost code (buildings), Council does hold a contingency in the budget of £10k which has not been committed so far in the budget year. Assuming this is not required, the expenditure below should not significantly change the forecasted net difference.

12.1 **Church House: to receive a Damp Report and recommendations for initial works and expenditure of £5,885; and then to include in the planned maintenance programme drainage and extraction systems**

It recently came to officers attention that there is a notable damp issue in part of the Museum. Having engaged a damp expert (recommended by the buildings surveyor), the attached (confidential) report has been provided.


In summary, the recommendations included:

- Application of Watertite to the damp affected internal walls of the Museum.
- Repointing of the external brickwork on the front elevation.
- Application of Storm dry masonry cream on the exterior front elevation.

Quoted cost £5,885 plus vat


The recommendation also includes future proofing with installation of a proper drainage system along the exterior wall and floor junction. Specialist contractors has been provided for an accurate quotation. In addition, improving extraction in the should be investigated rather than relying on dehumidifiers. These works could be significant and would require budgeting for.

Do Members approve the expenditure of £5,885 to Church House to address the damp issues in the Church House; and to obtain quotes for works to included in the maintenance plans and future budgeting (2026-27)?

 Confidential Annex 8 (omitted from public documents):

- 12.2 **Church House: upgrade to the fire alarm panel and additions expenditure £2,750 plus vat**
Council's September meeting approved the expenditure of £325 to fit interface from the Fire Alarm to enable automatic closure of the new fire shutter in Rickards hall. However, Besure attended but were unable to carry out the works as the fire alarm panel in the museum is too old and would need to be replaced. As part of the fire risk assessments carried out in February 2023, it identified that there must be a fire shutter at the kitchen. We now have a new shutter but is currently only manually operated and relies on hirers to leave it in the down/closed position. (See the attached report and quote for the new alarm panel.)

Do Members confirm the upgrade to the fire alarm panel and additions expenditure £2,750 plus vat?

 Confidential Annex 9 (omitted from public documents):

- 12.3 **Legionella Surveys for Council owned buildings: To consider and approve the expenditure of £2,520 plus vat for seven sites**

At the July Health and Safety audit visited, it was noted that the council did not have legionella reports for its buildings. Water temperature checks are carried on some locations, and we were advised that all locations must have an audit of checks. We were strongly advised to have Legionella assessments for each buildings:
Doggetts Barn, Church House, Rickards Hall, Depot, Forge Croft Allotments, Market Yard Public WC's and mess room, and the Pavilion.

A copy of the proposal is attached (confidential).

Do Members approve the expenditure of £2,520 plus vat for seven sites?

 Confidential Annex 10 (omitted from public documents):

13 **Consultations**

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

- 13.2 **A Strategy for the Future of Education in Kent 2025-2030 (Kent County Council) - closing date 11 December 2024**

 <https://letstalk.kent.gov.uk/education-strategy-25-30>

- 13.3 **Edenbridge Local Walking and Cycling Infrastructure Plan (Sevenoaks District Council) - closing date 16 December 2024**

Sevenoaks District Council has commissioned Waterman to provide a comprehensive Local Walking and Cycling Infrastructure Plan (LCWIP) for Edenbridge. This covers Edenbridge built up area and connected countryside.

The plan will identify a number of walking and cycling routes to encourage residents, commuters, and visitors to move more sustainably around the area. Increasing safe and attractive opportunities for walking and cycling is a key priority for the Council, as we try to encourage people to leave their cars at home for short journeys. Better walking and cycling opportunities in Edenbridge will help to reduce carbon emissions, improve air quality, promote healthy lifestyles and improve the quality of the environment for residents.

How to Participate: In order to make the Edenbridge LCWIP the best we possibly can, we are seeking your views and experiences of walking and cycling in Edenbridge, to see where improvements could be made. Let us know your thoughts and highlight the issues or improvements you would like to see addressed as part of the LCWIP. All of your comments will help shape the Edenbridge LCWIP. [Edenbridge LCWIP Map](#) - link below.

The map shows the indicative study area for the LCWIP in a red dashed line, which incorporates the built up area and connected countryside. The map also shows some key locations within the town for context, including some key development sites that have planning permission.

To leave a comment, simply click the comment symbol in the top right of your screen and then click the location on the map where you would like to make a comment. A pop box will appear with a text box which you can type into. Any comments left on the map will be visible to other users, so we would recommend just providing your name if you do not wish your contact details to be visible on the map.

To leave a comment, simply click the comment symbol in the top right of your screen and then click the location on the map where you would like to make a comment. A pop box will appear with a text box which you can type into. Any comments left on the map will be visible to other users, so we would recommend just providing your name if you do not wish your contact details to be visible on the map.

Next Steps: The deadline for leaving comments on the map is Monday 16th December. SDC will then review all feedback from the map to help shape the LCWIP. Once the Plan is drafted, SDC will seek your views again on how to prioritise the routes.

<https://felt.com/map/Edenbridge-LCWIP-Engagement-9CziqjI3GSWqL8VnAI0UH7C?loc=51.20324,0.06912,14.18z>

13.4 **Enabling remote attendance and proxy voting at local authority meetings (.gov.uk) - closing date 19 December**

This consultation seeks views on the detail and practical implications of allowing remote and hybrid attendance at local authority meetings.

It also tests views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely. For example, during maternity, paternity or adoption leave.

https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings?utm_campaign=Chief%2Bexecutive%2527s%2Bbulletin%2B-%2B25%2BOctober%2B2024%2B%2528Special%2Bedit ion%2529&utm_medium=email

13.5 **Proposed Changes to Wellbeing Services in the Community (Kent County Council) - closing date 27 January**

Kent County Council is proposing to cut its funding provided to wellbeing contracts, cutting Wellbeing Services in the Community and Community Navigation which are funded by KCC's Adult Social Care and Health Directorate and delivered by Voluntary, Community and Social Enterprise (VCSE) organisations. This will include funding to Involve who provide a support grants for many VCSEs, and the support the Council receives to facilitate the Games Club.

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

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

15 **To consider any press releases**

16 **Matters for future agendas**

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

17 **[CONFIDENTIAL] To receive a letter from the Rugby Club: Replacement Heating and Hot Water System and request for reimbursement of its costs**
Confidential item omitted from public papers.

Date of next meeting - 20 January 2025

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