

**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 3 March 2025 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
26 February 2025

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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## Agenda

*In view of the confidential nature of Agenda Items 18, 19 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.*

<b>1</b>	<b>To receive apologies for absence</b>	4
<b>2</b>	<b>Declaration of Interests or Predetermination</b>	4
<b>3</b>	<b>Public Questions and Statements</b>	4
<b>4</b>	<b>To receive, adopt and sign the minutes of the Council meeting held on 20 January 2025 (2023-081/1-8)</b>	4
<b>5</b>	<b>To receive County and District Councillors reports</b>	4
	5.1 County Councillor	4
	5.2 District Councillors	4
<b>6</b>	<b>To adopt the following reports/minutes of meetings</b>	4
	6.1 Planning Committee 03 February 083/1-4; 17 February 086/1-4	4
	6.2 Finance and Governance Committee meeting 082/1-3	4
	6.3 Open Spaces Committee meeting 03 February 084/1-6	4
	6.4 CIL Board meeting 10 February 085/1-4	4
<b>7</b>	<b>To receive recommendations from the Finance and Governance Committee</b>	5
	7.1 To adopt the following policies:	5
	7.1.1 Digital Communications and Social Media Policy	5
	7.1.2 Digital Communications and Social Media Strategy	5
	7.1.3 Communications and Community Engagement Strategy	5
	7.1.4 Recording and Filming of Council and Committee Meetings Policy	5
	7.1.5 Digital IT and Cyber Security Policy	5
	7.1.6 Digital IT and Cyber Security Strategy	5
	7.1.7 Market Gazebos and Structures including in Adverse Weather Policy	6

	7.1.8	Council written style guide	6
	7.2	Internal auditor: To confirm the arrangements to continue with the current auditor Keith Robinson for the next 3-years	6
<b>8</b>		<b>To receive reports and any recommendations from working groups; delegated reports; clerk's and officers' reports</b>	<b>6</b>
	8.1	Clerk's report	6
	8.2	Buildings Manager's report	7
	8.2.1	Church House: to receive update on proposed damp works interventions	9
	8.2.2	Rickards Hall internal repairs and redecoration: To approve the expenditure of up to £13,160	9
	8.2.3	Rickards Hall floor repairs: To approve the expenditure of up to £3,820	10
	8.2.4	Market Yard public toilets: To approve the recommended electrical works following 5-year safety EICR inspection, and the the expenditure of £990	10
<b>9</b>		<b>Draft Local Plan - update</b>	<b>10</b>
<b>10</b>		<b>Matters arising from the minutes for report and not elsewhere on the agenda</b>	<b>10</b>
	10.1	Leases: to receive updates on the progress of:-	10
	10.1.1	Forge Musical Theatre Group new lease	10
	10.1.2	Eden Valley Museum Lease renewal	11
	10.2	Pavilion: To receive an update on the heaters and boilers following the engineers and GasSafe inspections	11
	10.3	To receive an update on the project for new Market Archway at Market Yard car park access road	12
	10.4	Events update	12
	10.4.1	VE Day 80 - Thursday 8 May	12
	10.4.2	Celebrating 130 years of Edenbridge Town Council	13
	10.4.3	Chairman's Reception	14
	10.5	Love Edenbridge Day 22 March 2025	14
<b>11</b>		<b>OTHER BUSINESS including items referred from Committees for decision</b>	<b>14</b>
	11.1	Council Governance and Risk Assessment annual review to note this was carried out February 2025	14
	11.2	Market Licensing Policy and Agreement form	14
	11.2.1	Markets Licencing Policy: To receive the draft policy and consider adopting	15
	11.2.2	Markets application and agreement form to approve	15
	11.3	Office furniture: To consider replacement of the seven office chairs and approve a budget up to £1400	15
	11.4	Waste management changes	15
	11.4.1	Changes to local authorities waste management	15
	11.4.2	Waste management changes for businesses and potential additional costs for council sites	16
	11.5	National Association of British Markets (NABMA) annual membership renewal, to approve the expenditure of £434	16
	11.6	Stangrove Park hire: Grace Community Church are hoping to hold a free community event on Sunday June 29th and ask Council to consider waiving its open spaces hire fee	16
	11.7	To confirm bids to SDC CIL Board for Council infrastructure projects	16
	11.7.1	Potential Bandstand for Stangrove Park	16
	11.7.2	Contribution towards possible Pavilion heating and boilers replacement costs	17
	11.8	COVID-19 Day of Reflection 2025 - Sunday 9 March 2025	17

<b>12</b>	<b>Devolution and local government reorganisation - update</b>	17
<b>13</b>	<b>Annual Town Meeting - Monday 31 March</b>	18
<b>14</b>	<b>Consultations</b>	18
14.1	Kent and Medway Local Nature Recovery Strategy - closes 12 March 2025	18
14.2	For information: Kent Minerals & Waste Local Plan 2024-39 Publication of the Inspector's Report	18
<b>15</b>	<b>To receive reports from councillors who have attended meetings of outside bodies</b>	18
<b>16</b>	<b>To consider any press releases</b>	18
<b>17</b>	<b>Matters for future agendas</b>	18
<b>18</b>	<b>[CONFIDENTIAL] Civic Medallions</b>	18
<b>19</b>	<b>[CONFIDENTIAL] Planning matters and consequences of Reorganisation</b>	18
<b>20</b>	<b>Date of next meeting - 12 May 2025</b>	18

# 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 20 January 2025 (2023-081/1-8)**

 Full Council | 20 January 2025 v.1 - Minutes (Pages 2023-081/1-8)


## 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 03 February 083/1-4; 17 February 086/1-4**


 Planning and Transport | 03 February 2025 v.1 - Minutes (Pages 2023-083/1-4)

 Planning and Transport | 17 February 2025 v.1 - Minutes (Pages 2023-086/1-4)


### 6.2 **Finance and Governance Committee meeting 082/1-3**

 Finance and Governance | 27 January 2025 v.1 - Minutes (Pages 2023-082/1-4)

### 6.3 **Open Spaces Committee meeting 03 February 084/1-6**

 Open Spaces | 03 February 2025 v.1 - Minutes (Pages 2023-084/1-6)

### 6.4 **CIL Board meeting 10 February 085/1-4**

 Community Infrastructure Board | 10 February 2025 v.1 - Minutes (Pages 2023-085/1-4)

## **To receive recommendations from the Finance and Governance Committee**

### 7.1 **To adopt the following policies:**

We have been working through Council policies to check they are still pertinent, and to update as need. Council Standing Orders, Financial Regulations and Terms of Reference are larger policies which have been reviewed over the past few years. These are all working documents updates have been made as required.

Reviewing the Communications and Community Engagement policy (2018) highlighted that there needed to be other policies. Working with the Communications Officer we have been working through the documents to reflect current practice, procedures and to meet Accessibility. There was also some confusion/crossover as to what is policy (set of rules and procedures) and strategy (what we are trying to achieve). Working on the basis that policies and strategies are different, there are now policy and strategy documents.

Also, when looking at the communications, it was felt there should also be a style guide which would sit with the Council's branding guide, as well as having separate IT and cyber security policy and strategy.

Members are asked to adopt each policy and strategy document. However, this does not mean they can not be changed or updated; as with all policies practices change and updates are made, and as strategies are achieved and reviewed, they will evolve.

#### 7.1.1 **Digital Communications and Social Media Policy** **Do Members confirm and adopt the Digital Communications and Social Media Policy?**

Confidential Annex 1 (omitted from public documents):

#### 7.1.2 **Digital Communications and Social Media Strategy** **Do Members confirm and adopt the Digital Communications and Social Media Strategy?**

Confidential Annex 2 (omitted from public documents):

#### 7.1.3 **Communications and Community Engagement Strategy** **Do Members confirm and adopt the Communications and Community Engagement Strategy?**

Confidential Annex 3 (omitted from public documents):

#### 7.1.4 **Recording and Filming of Council and Committee Meetings Policy** **Do Members confirm and adopt the Recording and Filming of Council and Committee Meetings Policy?**

Confidential Annex 4 (omitted from public documents):

#### 7.1.5 **Digital IT and Cyber Security Policy** **Do Members confirm and adopt the Digital IT and Cyber Security Policy?**

Confidential Annex 5 (omitted from public documents):

#### 7.1.6 **Digital IT and Cyber Security Strategy** **Do Members confirm and adopt the Digital IT and Cyber Security Strategy?**

Confidential Annex 6 (omitted from public documents):

7.1.7 **Market Gazebos and Structures including in Adverse Weather Policy**

**Do Members confirm and adopt the Market Gazebos and Structures including in Adverse Weather Policy?**

 Confidential Annex 7 (omitted from public documents):

7.1.8 **Council written style guide**

**Do Members confirm and adopt the Council written style guide?**

 Confidential Annex 8 (omitted from public documents):

7.2 **Internal auditor: To confirm the arrangements to continue with the current auditor Keith Robinson for the next 3-years**

The current internal auditor has been the Council's auditor for four-years. It is good practice to review the its internal audit arrangements each council term (or minimum 3-yearly). Council does also confirms the appointment annually as part of its annual contracts. Both the Town Clerk and Deputy Clerk/RFO have found the auditor to be extremely helpful and has helped to develop and improve controls and governance, and support to continue with the current auditor. Finance and Governance Committee confirm and recommend also.

**Do Members confirm to continue with the arrangements with the current internal auditor Keith Robinson for the next 3-years?**

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

8.1 **Clerk's report**

**Precept 2025-26:** Following January Council meeting, the Council's precept request was submitted to Sevenoaks District Council (SDC) for £804,054, and confirming 2025-26 Band D tax level of £201,08, an increase of £12.76 per year, or £1.06p per month. This has been published on the website and Facebook with an infographic.

**Byelaws update:** 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:** The new sign for cemeteries rules has been ordered and there are new signs insitu for dogs on lead. We have also set-up a cemeteries forum with other councils and their cemeteries officers to meet and discuss all matters cemeteries related. The first meeting hosted by the Council went well with many topics covered.

**Games Club:** Members of the club would like to thank Council for confirming its continued support at the January meeting. To add a note on how invaluable this group is to its members, a gentleman who regrettably had to stopped coming to the club about 18 months ago due to transport issues, called recently to say that he had really missed the club and had managed to now sort transport. Everyone is looking forward to him coming back.

**Edenbridge Gardens in Bloom competition:** Details yet to be published for this year, but here will be several categories ranging from best allotment, garden, youth/school groups, young gardener, window boxes & hanging baskets, strangest/unique space to create a colourful display. The awards presentation event will be on Wednesday 06 September 2025.

**Health & Safety audit:** This took place on 15 January, and focused on the SafetyNest recording system for H&S monitoring reports. The full audit report is yet to be received, however their recommendation is for the SafeNest monitoring should be utilised more with new monitoring forms set up for all areas. It was a good visit with no notable issues.

**Highways:** I have had a productive meeting with Kent Highways Community Engagement Officer to discuss the Highways Improvement Plan. This will be reported to next Planning and Transportation Committee meeting on 10 March.

I have another meeting with Kent Highways Sevenoaks Manager next week to discuss highways maintenance issues. Included on the agenda will be zebra crossing painting, drains at Marsh Green, signage at Four Elms Road Bridge.

**Land outside the old Police Station:** Details have been received from the landowner's solicitor and are currently with the Council's solicitor.

**Local Council Award Scheme:** I have submitted registration for NALCs council accreditation award scheme and working through the documents to submit.

**Personnel:** Appraisals for all staff completed. Personnel meeting 10 March.

**Spitals Estate Playground update:** This is reported and managed through the Open Spaces Committee. SDC has now improved the surfacing, extended the wetpour area, moved one of the benches and some landscaping improvements. However, there are still some queries which have been raised to SDC. We have had our own independent playground inspection which has identified some low risk issues which have also been raised.

**Tourism and new walks leaflets and GPS App access:** The walks leaflets project continues. The designer has been working with the Tourism Officer on design and Cllr Aldridge has been sitting out the maps based on the GPS coordinates and creating maps suitable for the leaflets. It is hoped to be able to go to print this month. County Council McArthur has provided a Members grant towards printing costs.

**Tourism and train stations:** The Planning & Admin officer has submitted an application to Your Station Your Community Fund (criteria was for an art or floral installation) for new planters and flower displays at both stations. This would be a partnership project with GTR and the council's groundstaff; funding was to cover three-years.

**Vandalism:** Cutting of trees (Millennium Wood and Water Meadows). Damage to four items at the Recreation Ground in what looks like dog bites to the items. Social media posts were posted.

**War Memorial:** We maintain to be in touch with NHS Properties.

**Website:** The Communications Officer is 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 the content is in the process of being reviewed and updated.

## 8.2

### **Buildings Manager's report**

This will be my first report to Council as Buildings Manager since taking over the role in 2023. I have been familiarising myself with the role and all the tasks it incorporates, as well as condensing down the filing system and moving things online where possible.

I have undertaken training on various relevant subjects including Fire risk assessments, Legionella testing and also the workings of the Council's online portal safety nest

We have had structural surveys carried out on all four of council's buildings: Church House,

Doggetts Barn, Rickards Hall and Pavilion. From this we are beginning to plan a schedule of works from the recommendations received. Where possible, I will always try to carry out work in house but due to the complexity of certain tasks it is sometimes best to outsource certain jobs to approved contractors.

Please see below a list of some of the tasks recently undertaken:

- New fire alarm panel fitted in the museum that serves Rickards Hall and Church House. This was required to be able to service the fire shutter in the halls kitchen. The shutter itself was installed in 2024 as it was raised as a necessity following our independent fire risk assessment. The assessment also raised issues with the need to upgrade our door handles on escape routes and to block off our letter box to prevent possible arson attacks. These issues have now been resolved
- Working through fire assessment report (February 2023) recommendations for all Council sites, most of these have been completed. The Health and Safety auditor has advised the requirement for this now needs to be biennially so will be looking to obtain quotes for this.
- A new security door has been installed on the council's garage building at the Forge Croft Allotments. The plot officer gives his thanks to the council for this upgrade as the old door was becoming hard to use.
- In January of 2025 we had some issues with the heating system in Doggetts Barn. Upon investigation we were advised that the boiler required a replacement pump and a new flu. This has since been carried out and warmth has been restored to the office.
- The grounds team have spent some time carrying out remedial works to guttering across the Council's buildings. This has included cleaning out where necessary as well as replacing brackets and repairing some of the joints in the cast iron gutters.
- The heating system at the Pavilion has been independently surveyed to determine its condition and productivity. We now have the GasSafe report which details various works needed for repair or to upgrade the system and its output. The full heating engineer's report is yet to be completed and received. (For information, the excessive water runoff from the outside pipe is due the boilers be run all the time.)
- Following a survey of the Pavilion an issue with several broken plastic ventilation bricks was raised. It was advised that said bricks would require replacing or covering with a mesh. The grounds team spent some time making small mesh panels and covering the broken vents.
- The submersible pump for the Pavilion which pumps wastewater to the main drains was found to have broken at the back end of 2024. A new pump was promptly installed however the cable that feeds said pump was found to be faulty and in need of replacement. The existing cable ducting was unfortunately no longer fit for purpose so works were carried out in February of 2025 to install a new duct. Everything is now up and running and has been signed off.
- Legionella reports have been approved by Council and are scheduled for the seven sites between 20 and 24 March. Once we have the reports, recommendations will be reported back to Council.
- A periodic fixed wiring assessment has been carried out on the public toilet building in the Market Yard carpark. A small list of advisories were raised (see below 8.2.4).
- Church House damp report. The museum raised issues with the damp in the main shop area. A report has since been commissioned with recommendations that have already been reported to Council. I am now looking at the recommended works mindful that this is a listed building (see item 8.2.1).
- The annual gas safety tests for Doggetts Barn and Rickards Hall have been carried out.
- Last month we had an electrical issue in the fuse cupboard in Church house. Smoke was detected and both Church House and Rickards Hall were evacuated. The fire service was called as precaution. Upon inspection it was fairly obvious that the smoke was coming from the main electrical intake to the building. Power was then turned off and UK Power Networks were called to arrange repair (as this was down

to them). The faulty part was then replaced and power was restored later that afternoon.

- The above incident has raised a question regarding the procedures for alarm alerts to the fire alarm company. Standard is that there is a pre alarm for when smoke is detected in an isolated area to allow for matters to be investigated, before evacuation and alerting the emergency service; usually this is sufficient. The main fire alarm which is connected to the alarm company (to alert the Fire Service) and will sound in excessive smoke and/or fire. At request, the first stage can be linked to alarm company for emergency call out of the Fire Service and key holders. We have requested this, and this should be effective early March.

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

#### **8.2.1 Church House: to receive update on proposed damp works interventions**

Following receipt of the damp report for Church House, Council (December) approved the the expenditure of £5,885 for works to address the damp issues in the Museum. Before being able to commission the works we have been familiarising with English Heritage guidance for Grade II\* listed buildings maintenance repairs. An application was made to SDC Planning due to possible change to fabric of the original materials with treatments required. SDC has returned the application saying the type selected was wrong for this proposal; advising most proposals of this type are submitted as a Listed Building alteration application. We are yet to have the time to work through this.

### **Do members have any questions?**

#### **8.2.2 Rickards Hall internal repairs and redecoration: To approve the expenditure of up to £13,160**

Three contractors have been approached to carry our repairs and redecoration to Rickards Hall. A specification was issued with works to include:

- North-west rear corner of the hall - Remove plaster in damp effected area and replaster
- Entrance Hall wall, courtyard facing (East) - Remove plaster in damp effected area and replaster
- Wall section (north wall) between kitchen and first column in hall - Remove plaster in damp effected area and replaster
- Column nearest the kitchen in hall (north wall) - Panelling is damp effected and appears to be rotten, to be replaced and decorated
- Courtyard facing wall (East) - Lower section of ceiling above window on the right-hand side. Remove plaster in damp effected area and replaster
- Cupboard in Men's toilet - Remove damp effected plaster and render in cupboard and repair
- Cupboard in north-west rear corner of the hall - Cupboard and shelves effected by damp, remove and replace
- Skirting under TV - Gap has formed between skirting and floor. Inspect and repair
- Entire Hall - Prepare all walls and woodwork and redecorate. (Colours to be confirmed)
- Other Areas - Redecorate lady's toilet; men's toilet; kitchen

Three quotes (details attached - confidential):

Contractor A - £13,160

Contractor B - £12,720

Contractor C - £9,200

**Members are asked:**

- **To confirm the preferred contractor - A, B or C**
- **To confirm the expenditure up to £13,165** (this is part budgeted om 2025-26 with additional funds from the buildings reserves)

ⓧ Confidential Annex 9 (omitted from public documents):

### 8.2.3 **Rickards Hall floor repairs: To approve the expenditure of up to £3,820**

In 2020 the main floor had repairs in the far corner to replace joists, and was also a full floor sand and re-varnish. There are now further issues with the floor likely to have been compounded by the effects from the damp conditions (external wall repairs since carried out). Works required include:

- The length along the far wall (west) has movement so requires replacement any rotten joists and floor relaying, and reinstall new solid oak flooring, machine sand to a smooth finish, apply primer and three coats of a polyurethane dressing.
- Repair patch in middle of hall using old oak flooring taken up from pulled up area and as above.

We have approached three flooring specialists. Quotes:

Contractor A - £3,820 plus VAT

Contractor B - Said they would need to investigate the work before quoting which would include lifting a section of the floor £560 plus vat

Contractor C - not submitted quote

A CIL bid was approved at the February CIL Board meeting for up to £5,000 to fund the floor repairs as maintenance of infrastructure. **Members are asked:**

- **To confirm a contractor**
- **To approve the expenditure of up to £3,820**

### 8.2.4 **Market Yard public toilets: To approve the recommended electrical works following 5-year safety EICR inspection, and the the expenditure of £990**

This was the first 5-yearly ECIR check of the electrics. Several items were flagged for repairs including: install consumer unit chart; replace faulty socket; replace broken wall heater; replace broken time clock for fan in store; new fan for disable toilet. Total cost for all the items comes to £990.00 + VAT.

**Do Members confirm and ratify the expenditure of £990 for the work needed at Market Yard public toilets for ECIR certificate compliance?**

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

Leases: Current Leases being updated or have amendments:

#### 10.1.1 **Forge Musical Theatre Group new lease**

Cllr Baker and myself met with three representatives from the Forge Musical Theatre Group in January. We covered the details of the draft lease which they felt was overly complicated, with language that was difficult to follow and excessively long in their

opinion. Their comments were noted and I have gone through and edited the lease which was submitted to the solicitor. I received this week a response from the solicitor and I am yet to view this. Once the Lease Negotiating Group have had an opportunity to comment, I will then forward to the group and arrange another meeting to talk through the lease.

### **Do Members have an questions?**

10.1.2

#### **Eden Valley Museum Lease renewal**

The Finance and Governance Committee received an update on the draft lease following feedback from the solicitor on some points/questions raised by the Lease Negotiation Group, Council and the Town Clerk. Committee was asked:

1. To consider proposing a peppercorn rent and to ask the Museum if they would prefer this or to maintain an annual rent? **Committee agreed to maintain annual rent.**
2. To confirm issuing the draft lease (a clean version of the attached) in its current form so that the EVM trustees can view and consider, and then report back to the Lease Negotiating Group? **Committee supported this.**

Having instructed the solicitor to redraft the lease and reflect the rent review provisions and to make it fit RPI instead of Market Rent and make ready to submit to the EVM, I have received a few further questions which I will respond to. However, they have raised the following: points 1 and 2 are for your information, 3 and 4 are for Council to confirm:

1. Removed from the lease is the reference to insuring for loss of Annual Rent. It does mean that if the Tenant were unable to occupy the building due to damage or destruction, they would not be paying rent and you would have no rent money coming in.
2. Addition to the Lease is 'the Tenant is to be responsible for water checks'. (This is to ensure legionella compliance).
3. Insurance Rent: As the Council insures the Building, normally they would expect the Tenant to reimburse a proportion of the costs of the premium, apportioned based on the size of their occupation. Reserving it as Insurance Rent allows you to treat non-payment of this in the same way you would rent arrears. It's just an added protection for you as Landlord.

#### **Do Members confirm to leave this clause in the Lease?**

4. If Council do not intend for the Tenant to pay a contribution to the costs of maintaining and repairing the structure, the solicitor can delete all reference to Service Charge and Services.

#### **Do Members confirm that they do not intend for the Tenant to pay a contribution to the costs of maintaining and repairing the structure and therefore to have this removed from the Lease?**

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

10.2

#### **Pavilion: To receive an update on the heaters and boilers following the engineers and GasSafe inspections**

Council has been receiving ongoing updates since May regarding issues on the heating and boilers in the Pavilion. An independent Heating Engineer and a GasSafe Engineer have been engaged to ascertain the issues and if the system could be repaired or needed to be replaced. The Club has been asked to provide some information on the annual servicing and EICR 5-yearly electric inspections. I have today received the full report from the heating engineer which includes the GasSafe report (this report is attached for information -

confidential papers).

There are two options: to repair £28,500; replace £110,000 (\*At this stage we have made no allowance for costs associated with decant or temporary accommodation, builders work in connection with, contingencies, prelims or professional fees.). Members are advised to read the report and conclusions and recommendations in section 6. Extract:

6.04 Due to the difference in costs between repair works (Option A) and replacement (Option B) of the heating and hot water systems consideration should be given to the age of the existing equipment, its current condition and operational status.


6.05 There are also essential works that are required for both options namely, the provision of shower TMV's, modifications to the hot water distribution pipework, replacement of heating pumps and the new enclosure to the gas meter.

Funding resources available have been considered, Council's CIL Board has reserved some funds, and an application could be consider to other sources. It should also be noted that the Lease says:

"Common items: The Tenant shall pay the Landlord on demand a fair proportion of all costs payable for the maintenance, repair, lighting, cleaning and renewal of all Service Media, structures and other items (if any) used or capable of being used by the Property in common with other property".

The full report needs time to be considered by the Lease Negotiating Group and once they have had an opportunity to discuss, a meeting will be arranged with the Rugby Club to discuss.

#### **Do members have any questions or further comment?**

 Confidential Annex 10 (omitted from public documents):

### 10.3 **To receive an update on the project for new Market Archway at Market Yard car park access road**

Planning application 24/03000/FUL for new market archway and new removable bollards at the access point of the road to allow this area to be used for the market and other events has been granted.

The second aspect of the application - 24/03001/ADV - is the wording 'Edenbridge Market' as this needs to meet the advertising regulations. Decision is expected by 4 March.

The project will also include up to four market branded market gazebos and possible planters (subject to any surplus). It is funded through a grant from UK Shared Prosperity Fund (via SDC); and County Councillor McArthur, has awarded some money from her Members fund towards this project.

The order for the archway has been placed.

#### **Do members have any questions?**

### 10.4 **Events update**

#### 10.4.1 **VE Day 80 - Thursday 8 May**

Following the success of the D-Day 80 commemorations last year, the Royal British Legion (RBL) is working with the government and stakeholders to develop the national plans for VE Day 80. Local councils and others within their community are encouraged to take part in this 'shared moment of celebration' on 8th May with the lighting of Beacons

and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout 2025. (8 May is not a Bank Holiday day, and currently no indication that this will change.) Council (January) appointed a working group to work with officers and they met last month to discuss and confirm the plans for VE Day 80.

Stangrove Park is still quite wet early May, day light hours are 05:30-20:30, and the weather (rain) is unpredictable at this stage, and due to light hiring lighting may need to be considered.

The Working Group confirmed the following for Thursday 8 May 2025:

**Flag Raising 9.00am:** VE Day Flag raised. It is hoped that the Town Band may be able to provide someone to play the bugle at the flag raising.

**An afternoon tea** will be held in Rickards Hall/Courtyard. The hall is booked all day. Bunting in hall and courtyard. This will be by invitation only aimed mostly at members in the community who may have been a child, or served in the war, or worked in the war years; invitations will be sent out nearer the time. The format will be similar to last year's event.

**Thursday Market** will be themed with bunting, traders asked to stay during the afternoon, and possible gifts handed out to school children.

**Edenbridge Town Band** are happy to play at the afternoon tea and/or during the late afternoon at the Thursday Market. This is yet to be decided.

There is an official proclamation which the Chairman can read out (this is likely to be at the afternoon tea).

**Beacon lighting will take place at 8.45pm.** This is earlier than the national stated time, but that is a guide and for safety reasons it was decided to bring this forward. Residents are invited to arrive at Stangrove Park for 8.30pm to watch and celebrate the beacon lighting. Security will be provided during the afternoon and we have approached the Leisure Centre to allow access for the toilets.

The office has registered the beacon lighting on the official site. Details of Council's activities to mark VE Day 80 will be published on the website, Facebook and council noticeboards.

**Do Members have any questions?**


10.4.2

#### **Celebrating 130 years of Edenbridge Town Council**

We have been working compiling a list and details of notable events and achievements over the past 30 years, following on from the 1995 centenary brochure produced as a celebration of the Council and the Town. The past 30 years has mostly been completed. Celebrating 130 years of the Town Council is being marked with a 'celebrating 130 years' emblem which is already on email footer, and will be appearing on social media posts, a new welcome to Edenbridge sign, and badges to mark what's new this year such as on the new planters in Stangrove Park.

The Communications Officer, has started to create infographics highlighting some of the achievements, starting with 1995 to 2002 (see attached draft). Infographics will be used to highlight past achievements. Over the year there will be some special features and these included also on the visitedenbridge website under history and articles section.

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

 Confidential Annex 11 (omitted from public documents):

#### 10.4.3 **Chairman's Reception**

Council has confirmed to hold a Chairman's Reception this year. Date for diary Wednesday 16 July. Details and invitees to be confirmed.

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

#### 10.5 **Love Edenbridge Day 22 March 2025**

Eden Valley Chamber of Commerce (EVCC) Love Edenbridge day event on 22 March 2025 is fast approaching. Council has confirmed support for this event allowing use the Market Yard car park access off the High Street, Doggetts Courtyard, and Rickards Hall. Members are asked to note the date.

### **Do Members have any comments?**

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

#### 11.1 **Council Governance and Risk Assessment annual review to note this was carried out February 2025**

Last month Cllr Sumner, Town Clerk and Deputy Clerk carried out the annual review for Council Governance and Risk Assessments. These have been updated and are published on the website. Links below.

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

- [🔗 https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/250212-Governance-RA-reviewed.pdf](https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/250212-Governance-RA-reviewed.pdf)
- [🔗 https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/250212-Personnel-review-RA-Governance.pdf](https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/250212-Personnel-review-RA-Governance.pdf)
- [🔗 https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/25021-Finance-review-RA-Governance-ETC.pdf](https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/25021-Finance-review-RA-Governance-ETC.pdf)
- [🔗 https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/250212-Buildings-review-RA-Governance.pdf](https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/250212-Buildings-review-RA-Governance.pdf)
- [🔗 https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/2502123.pdf](https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/02/2502123.pdf)

#### 11.2 **Market Licensing Policy and Agreement form**

May 2022 Council made a declaration of market powers (link on our website below). As part of that process, we were intending to draft a market policy so that Council could enforce the 6 ¾ miles radius rule in the event that a competitive market set up. Well, finally attached is a draft for Council to consider adopting.

To remind members a little background. The Declaration enables the Town Council to formally state its market powers. By doing so it makes clear the legal framework for operating Markets and Market Events in the Town Council's area. Alongside this legal framework there are common law rules enabling the Town Council to control and manage Markets and Market Events organised by other operators.


These common law rules have been established for many years and essentially provide that if someone organises a Market or Market Event on the same day as your Market then you are entitled to automatic relief because there is a presumption of "damage" to your Market. If the Market or Market Event is held on a different day then you have to demonstrate anticipation or actual damage to your Market. Where a Market is on a different day then the Town Council falls into the second category and the damage referred to means loss of traders, income and footfall.

While these common law rules are still entirely relevant as a result of a court ruling in 2003 the enforcement of the common law rules are aided by the existence of a markets licensing policy which enables the owner of the market rights to consider applications from operators wanting to organise a Market or Market Event. The markets licensing policy will set out the criteria against which applications will be considered and the process to be followed.


Council has recently been approached by someone hoping to hold a market in another parish but it is within the 6 ¾ miles radius rule. There is no reason to object (from the information that has been provided) but Council should be consistent in handling these requests.

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2022/05/22-05-Declaration-of-market-powers-Food-Act-1984-ptIII.pdf>

11.2.1 **Markets Licencing Policy: To receive the draft policy and consider adopting**  
**Do Members confirm to adopt the new Markets Licencing Policy?**

 Confidential Annex 12 (omitted from public documents):

11.2.2 **Markets application and agreement form to approve**  
**Do Members confirm to adopt the new Markets application and agreement form?**

 Confidential Annex 13 (omitted from public documents):

11.3 **Office furniture: To consider replacement of the seven office chairs and approve a budget up to £1400**

Council has a budget of £4k for office furniture which has not been needed this year. Any surplus was planned to move to earmarked reserves. The office chairs were purchased many years ago (second-hand), they are secretary style chairs officer no upper back, shoulder or neck support. Several of them are beginning to show signs of wear and tear. Members are asked to support new office chairs for all desks.

**Do Members confirm a budget of approximately £1,400 to purchase seven new office chairs?**

11.4 **Waste management changes**

11.4.1 **Changes to local authorities waste management**

For information, SDC has advised that the government has introduced new, simplified rules which all authorities are to comply with. Local authorities need to ensure they are collecting:

- General household waste
- Food waste (can go in with garden waste if collected)
- Paper and card (can be co-mingled with other recycling)
- Recycling

Government want recycling rates to increase and all authorities to have the same rules. Kerbside food and glass recycling is to be introduced in 2026. SDC rolled out new green recycling bags to the majority of residents and are assessing how these are working across the district. More recycling has been collected since the introduction of these. There is a solutions paper being prepared. SDC adopted Waste and Recycling Strategy will eventually lead to a two-weekly rubbish collection (general waste one week, recycling the next). Details from Defra is awaited and will be shared as soon as advised.

**Do Members have any comments?**

11.4.2 **Waste management changes for businesses and potential additional costs for council sites**

Changes in waste management will also mean that non domestic waste from businesses will need to meet the recycling requirements from March 2025. Currently Council has a paid waste bin and paid paper recycling. To increase recycling a second specific waste bin will be required - costs are being investigated. This also applies to community halls/venues. SDC has not formally notified Council of this, but was reported at a recent Clerks forum meeting.

This could also impact on open spaces waste management but we are yet to be advised further by SDC.

This is for information as will increase waste management budget costs. **Do Members have any questions?**

11.5 **National Association of British Markets (NABMA) annual membership renewal, to approve the expenditure of £434**

NABMA provides useful resources for markets, training and other resources including legal advice which has help with the declaration of market powers and drafting the licencing policy. Membership renewal for 2025/26 is offered at a discounted rate if paid by 31 March. Annual Council meeting May 2024 supported the membership continuation and has been budgeted.

**Members are asked to confirm its membership of NABMA and the expenditure of £434?**

11.6 **Stangrove Park hire: Grace Community Church are hoping to hold a free community event on Sunday June 29th and ask Council to consider waiving its open spaces hire fee**

Grace Community Church (a registered charity) hope to hold a free community event on Stangrove park on Sunday June 29th during the daytime. This would be open to all and include children's activities and other sports events and activities, a BBQ and other refreshments (no alcohol!) All events, food and refreshments would be free. If possible we would have music playing too. It will also be a place/opportunity where we can continue to raise awareness of activities like the foodbank, the Bizzy Bees mums/carers and tots etc. We will be advertising through the churches, on Facebook and with flyers and other appropriate material.

All risk assessments, insurance and safeguarding policies will be put in place.

**Do Members confirm to waive the open spaces hiring fee for Grace Community Church for use of Stangrove Park, Sunday 29 June?**

11.7 **To confirm bids to SDC CIL Board for Council infrastructure projects**

11.7.1 **Potential Bandstand for Stangrove Park**

The Council's Strategy and Objectives has identified an aspiration for a bandstand in Stangrove Park. There is an opportunity to submit an application in the next SDC CIL Board bids which meets in July to consider applications (deadline 24 March).

**Do Members support submitting a bid to SDC CIL Board to fund a bandstand for Stangrove Park?**

Details of any bandstand would need to finalised through consultation and the project to go through Council's procurement procedures which would include public tender on ContractFinder.

## 11.7.2 **Contribution towards possible Pavilion heating and boilers replacement costs**

In view of the potential high costs for replacement of the heating and boiler system at the Pavilion, a bid to SDC CIL could be made as a shared funding project to help towards the costs, and thus not using all of the reserved Council CIL funds for this?

**Do Members support submitting a bid to SDC CIL Board to part fund repairs or replacement of the Pavilion heating and boilers?**

## 11.8 **COVID-19 Day of Reflection 2025 - Sunday 9 March 2025**

The government has announced a UK-wide Day of Reflection will take place on Sunday 9 March 2025. To mark the fifth anniversary of the pandemic, people across the UK are invited to come together to remember and reflect on this unique period of our history as well as their own experiences.

The day will be an opportunity for the public to remember and commemorate those who lost their lives during the pandemic, reflect on the sacrifices made and the impact on our daily lives, and pay tribute to the work of health and social care staff, frontline workers, researchers and all those who volunteered and showed acts of kindness during this unprecedented time.

Members are asked to support a social media post to mark this event and reflection on remembering events in Edenbridge.

**Do Members have any comments?**

## 12 **Devolution and local government reorganisation - update**

The Government has announced on 5 February that Kent and Medway had not been selected to be part of its Devolution Priority Programme. This news was unexpected and we are yet to see the full reasons for their decision.

What this means is that plans to set up a new strategic Mayoral authority for Kent will stop for the time-being.

SDC has not been told at this stage what this means for local government reorganisation and as soon as SDC has more clarity it will ensure that updates are provided.

There will now be Kent County Council elections on 1 May this year.

The Town Clerk and Chairman has a meeting with SDC in March together with other town Chairs and Clerks. Details from this meeting will be reported back to Council (likely at an extra meeting). It is expected that this meeting will include some discussion on the future and possibilities of options of transferring some assets from SDC to town and parish councils.

As part of the reorganisation, it is expected that the current 12 district councils in Kent will consider becoming unitary councils and how this will look for Sevenoaks is not yet known (but will be a larger region for example the west region merging with Tonbridge, Malling and Tunbridge Wells). SDC has said that they will keep local councils updated as matters progress. The National Association for Local Councils (NALC) is campaigning for the inclusion of parish and town councils in the government's reorganisation guidance.

This item will remain an agenda item with updates reported.


**Do Members have any comments?**

[https://www.nalc.gov.uk/resource/nalc-calls-for-the-inclusion-of-parish-and-town-councils-in-the-governments-reorganisation-guidance.html?utm\\_campaign=Chief%2Bexecutive%2527s%2Bbulletin%2B-%2B20%2BFebruary%2B2025&utm\\_medium](https://www.nalc.gov.uk/resource/nalc-calls-for-the-inclusion-of-parish-and-town-councils-in-the-governments-reorganisation-guidance.html?utm_campaign=Chief%2Bexecutive%2527s%2Bbulletin%2B-%2B20%2BFebruary%2B2025&utm_medium)

=email

- 13 **Annual Town Meeting - Monday 31 March**  
Attached is a draft agenda (confidential as draft).

**Do members confirm the agenda so far and are there any other proposals?**

 Confidential Annex 14 (omitted from public documents):


14 **Consultations**

- 14.1 **Kent and Medway Local Nature Recovery Strategy - closes 12 March 2025**

 <https://letstalk.kent.gov.uk/nature-recovery>

- 14.2 **For information: Kent Minerals & Waste Local Plan 2024-39 Publication of the Inspector's Report**

The Inspector has now issued her Report to the County Council and is available to view on the link below:

 [https://www.kent.gov.uk/\\_\\_data/assets/pdf\\_file/0016/180520/Kent-MW-Local-Plan-Inspectors-Report-Main-Mods-Appendix-FINAL-6-Feb-2025.pdf](https://www.kent.gov.uk/__data/assets/pdf_file/0016/180520/Kent-MW-Local-Plan-Inspectors-Report-Main-Mods-Appendix-FINAL-6-Feb-2025.pdf)

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

- 16 **To consider any press releases**

- 17 **Matters for future agendas**

*In view of the confidential nature of Agenda Items 18, 19 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.*

- 18 **[CONFIDENTIAL] Civic Medallions**  
*Confidential item omitted from public papers.*

- 19 **[CONFIDENTIAL] Planning matters and consequences of Reorganisation**  
*Confidential item omitted from public papers.*

- 20 **Date of next meeting - 12 May 2025**