

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 the **Annual Town Council Meeting** of Edenbridge Town Council to be held in Rickards Hall on 12 May 2025 at 7:00pm, which Councillors are summonsed to attend.

Town Clerk
7 May 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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Meeting Papers & Report

1 **Elections**

1.1 **Election of Chairman for the ensuing year**

1.1.1 **To receive the Chairman's declaration of office**

1.2 **Election of the Vice-Chairman**


1.2.1 **To receive the Vice-Chairman's declaration of office**

2 **To Receive Apologies for Absence**

3 **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.


4 **To receive, adopt and sign the minutes of the Council meeting held on 03 March 2025 (087/1-11)**

 Full Council | 03 March 2025 v.1 - Minutes (Pages 2023-087/1-11)

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


5.1 **Planning Committee 10 March 089/1-3; 07 April 089/1-3; 28 April 093/1-5**

 Planning and Transport | 10 March 2025 v.1 - Minutes (Pages 2023-089/1-3)


 Planning and Transport | 07 April 2025 v.1 - Minutes (Pages 2023-091/1-4)

 Planning and Transport | 28 April 2025 v.1 - Minutes (Pages 2023-093/1-5)


5.2 **Finance and Governance Committee 24 March 090/1-3**

 Finance and Governance | 24 March 2025 v.1 - Minutes (Pages 2023-090/1-3)

5.3 **Open Spaces Committee 14 April 092/1-8**

 Open Spaces | 14 April 2025 v.1 - Minutes (Pages 2023-092/1-8)

5.4 **Personnel Committee 10 March 088/1-4**

 Personnel | 10 March 2025 v.1 - Minutes (Pages 2023-088/1-4)

6 **To receive recommendations from Committees**

6.1 **Personnel Committee Recommendations**

6.1.2 **Annual Leave and time owed carryover from 2024-25 to 2025-26**
Do Members confirm the Town Clerk (9 days annual leave and 23.5 hours time owed) and Deputy Clerk (1 days annual leave) to carry over their unused annual leave and time owed in to 2025-26?

6.1.3 **To confirm Kai Day to be issued a permanent contract following completion of his apprenticeship level 2**
Do Members confirm to support a permanent contract to Kai Day following completion of his apprenticeship, and recognising the qualification in the pay scales from level 4 to 5 (once achieved the Horticultural level 2 qualification); and to confirm the contract be offered on LC scales, LC point 5 up to LC1 12?

6.2 **Finance and Governance Committee**

6.2.1 **Financial Regulations: To receive recommendation and confirm amendments to section 5 - Procurement**

NALC has recently updated its model Financial Regulations because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force this month. The changes to Model Financial Regulations are reflected in the Council's Financial Regulations items 5.4; 5.6 and 5.11 - see the attached (page 8 and 9). If Members need to see the Model Regulations to compare they are on NALC's website.

Do Members confirm the updates to the Financial Regulations section 5 Procurement?

 Confidential Annex 1 (omitted from public documents):

6.2.2 **To confirm the recommendations to move budget funds into earmarked reserves 2025-26**
Do Members confirm the recommendation to for movement for £60,545 to be moved into earmarked reserves and any additional movement as recommended by the RFO/Deputy Clerk and Town Clerk at endo of year to ensure projects budget 2024-25 completed?

6.3 **To confirm a pay scale increment increase for the Planning & Admin Officer**
Do Members confirm the gesture to recognise the additional responsibilities for the Planning and Administration Officer and allow an additional scale increase to point 16 from 1 April, with an additional budget spend of £539.46?

7 **To review the delegated arrangements to committees, sub-committees, staff (as detailed in the Terms of Reference) and appointment of any new committees**

The Terms of Reference (TOR) confirms committee membership and delegated responsibilities. This is a working document and from time to time, may be amended to reflect operational changes and procedures. Usually, reviewed by the Governance Committee with recommendations to Council. Below are the current committees, sub-committee and working groups to confirm **7.1 to 7.12:**

Do members confirm the existing Committees as per 7.1-7.5?

Do members confirm the existing sub-committees and steering group as per 7.6-7.8?

Do members confirm the delegated arrangements and procurement procedures for 7.9-7.11?

Do Members propose any additional committee or sub-committee, item 7.12?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/10/24-10-adopted-terms-of-reference-amended-28.10.24.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/05/240513-Membership-of-Committees.pdf>

7.1 **Finance and Governance Committee (10)**

7.2 **Planning and Transportation Committee (12)**

7.3 **Open Spaces Committee (10)**

7.4 **Emergency Planning Committee (8)**

7.5 **Community Infrastructure Levy (CIL) Board (15)**

7.6 **Personnel Committee (7)**

7.7 **Charities and Grants (15)**

7.8 **Forward Planning Steering Group (15)**

7.9 **Working Groups**

Current working groups are:

- Internal Audit
- Lease/SLA Negotiating
- Parking and MYCP
- Skate Park / Open Spaces play and activities
- Aviation consultations
- Local Plan
- Local Plan Town Strategy
- High Street/Market Project

The later two, members are asked if these are still required? The Town Strategy representations to SDC for the Local Plan have been submitted. Proposal is to combine this with the Local Plan Group. The High Street Market Project has been confirmed and funding secured with project delivery this year. Proposal is to not proceed with this group, but to appoint a working group should there be a future need via Open Spaces Committee or Council.

Do Members support the proposals to remove two working groups, combining the two Local Plan groups, and to remove the High Street and MYCP group until a time needed in the future?

Do Members confirm the other working groups and membership?

7.10 **Delegated powers to the Town Clerk and Officers**
Delegated powers to the Town Clerk and Officers are set out in the TORs (pages 19 to 20).

7.11 **Delegation for procurement procedures**
As per Financial Regulations and set out in appendix 2, procurement reference (agenda item 6.2.1 and 11.2).

7.12 **To consider any additional committees/sub-committees**

8 **To confirm the Terms of Reference (last updated May and October 2024)**
A link to the Terms of Reference is under item 7.

Do Members confirm to continue with and readopt the Terms of Reference?

9 **To appoint/confirm members for each committee**
Members were appointed to Committees at the beginning of each new Council term (2023). These can change in the year where a councillor may resign and new councillors appointed. Members are asked to confirm membership to each Committee (a member may step down) and appointment of new Members, up to the capacity of the committee. All councillors may attend any committee/sub-committee meeting, but if they are not a named member they are not expected to necessarily attend and do not have any voting rights (though they can speak and make representation). The Chairperson for each committee is appointed at its next meeting.

 Annex 2: 240513 Membership of Committees.pdf

9.1 **Finance and Governance Committee (10)**
Cllrs Baker, Compton, Gemmell Smith, Jacques, Layland, McGregor, Read, Stockdale, and Sumner. There is one vacancy remaining.

Do Members confirm continuation of current membership, and appointment to fill the one vacancies?

9.2 **Planning and Transportation Committee (12)**
There should a minimum of five councillors from each ward: Cllrs Aldridge (SW), Baker (NE), Cummings (SW), Gemmell Smith (SW), Layland (NE), McArthur (SW), McGregor (NE), Parker (NE), Read (NE), Stockdale (SW), Streets (SW), Todd (NE).

Do Members confirm continuation of current membership?

9.3 **Open Spaces Committee (10)**
Cllrs Aldridge, Baker, Compton, Cummings, Gemmell Smith, Jacques, Layland, McGregor, Streets, and Sumner.

Do Members confirm continuation of current membership?

9.4 **Personnel Committee (7)**
Cllrs Baker, Gemmell Smith, Layland, McArthur, McGregor, Stockdale, Todd. TOR says members appointed by Finance and Governance (F&G) Committee, and confirmed annually after the AMTC. However, as committees are being considered, should any member

wish to be put forwarded this can be presented to F&G Committee at its next meeting in July to consider and confirm. The Council Chairman should also be a member of this committee.

Do Members confirm recommendation to F&G Committee Personnel Committee membership?

9.5 **Emergency Planning Committee (8)**

Cllrs Aldridge, Baker, Compton, Gemmell Smith, Jacques, McArthur, McGregor, and Streets.

Do Members confirm continuation of current membership?

9.6 **If there are any new committees to appoint members (item 7.12)**

Subject to if a new committee/sub-committee was appointed, to confirm members.

10 **To appoint/confirm the members of the working groups**

10.1 **Internal Audit / Council Risk Group (4)**

Current Membership: Cllrs Gemmell Smith, Layland, Sumner, Todd. To note, the Council's Governance has been reviewed by two members of the F&G Committee. Currently membership here has three F&G Committee.

Do Members confirm continuation of current membership?

10.2 **Lease / SLA negotiation Group (4)**

Current Membership: Cllrs Baker, Gemmell Smith, McGregor, Sumner.

Do Members confirm continuation of current membership, or appointment of different members?

10.3 **Open Spaces play and activities projects (including Task & Finish Skate Park Group)**

Current Membership: Cllrs Aldridge, Baker, Gemmell Smith, Layland, McArthur, Sumner.

Do Members confirm continuation of current membership?

10.4 **Open Spaces - Market Yard car park / Parking Group (6)**

Current Membership: Cllrs Aldridge, Baker, Compton, Layland, McGregor, Read.

Do Members confirm continuation of current membership?

10.5 **Aviation Consultation Group (4)**

Current Membership: Cllrs Aldridge, Baker, Jacques, McArthur.

Do Members confirm continuation of current membership?

10.6 **High Street/Market Project Group - funding through the SDC/UKSPF**

Current Membership (appointed May 2023): Cllrs Aldridge, Baker, and Gemmell Smith. Item 8.9 has proposed removing this group. Subject to that resolution, Members may be asked to confirm continuation of current membership?

10.7 **Local Plan Group**

Current Membership: Cllrs Aldridge, Baker, Gemmell Smith, Layland, McGregor, Parker, Read, Streets, Stockdale and Todd.

To note, agenda item 8.9 proposed to combine Local Plan Group with Town Strategy Group (current members of the TSG are also all on the Local Plan Group) as representations have been made, and SDC are now proceeding with next Reg 18 consultation.

Do Members confirm continuation of current membership?

10.8 **Local Plan - Town Strategy Group**

Agenda item 8.9 proposed to combine with the Local Plan Group. However, for information (in case keeping) membership currently: Cllrs Aldridge, Baker, Gemmell Smith, Layland, Streets and Todd. Should this group be maintained, members will need to be reconfirmed.

10.9 **Annual Events Group**

Current Membership: Cllrs Baker, Gemmell Smith, Layland, Streets and Todd.

Do Members confirm continuation of current membership?

11 **To confirm and adopt the following:**

Council policies and procedures are published on the website, under policies - link below.

<https://www.edenbridgetowncouncil.gov.uk/policies/council-policies/>

11.1 **Standing Orders (adopted March 2020, amendment 28.10.24)**

Do Members confirm and re-adopt the Standing Orders?

11.2 **Financial Regulations (adopted October 2024, amendment May 2025)**

Do Members confirm and re-adopt the Financial Regulations?

12 **To review the arrangements with other local authorities, not-for-profit and businesses**

12.1 **Arrangements carried out by Edenbridge Town Council on behalf of:**

Referring to the list below, do Members:

Confirm the chargeable arrangements and services carried out by Edenbridge Town Council on behalf of organisations in 12.1.1 to 12.1.5?

12.1.1 **Citizens Advice Bureau: Payroll (£403 to cover software costs)**

Last year, we invoiced £234, but payroll software costs are now £67.20 for the two payrolls. An equal share of this would be £33.60 per month / £403.20 annually. Council does not charge for its officer's time to process the payroll. SAGE used to be £39pcm, increased to £50.40 last year and then in December increased again to £67.20.

12.1.2 **Freshwater Properties Group: some maintenance and waste clearance for Leather Market (£3,780)**

- 12.1.3 **Great Stone Bridge Trust: Grass cutting and Water Meadow management services (various works includes cutting, vegetation clearance etc)**
- 12.1.4 **Sevenoaks District Council: Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate (£1,934)**
- 12.1.5 **War Graves Commission: Maintenance of War Graves (£300)**
- 12.2 **Professional services engaged**
 The asterisk (*) denotes previous 2024-25 charges where 2025-26 charges are tbc. Referring to the list below, do Members:
- Confirm the continuation with the current professional service providers engaged by the Council 12.2.1 to 12.2.18?**
- 12.2.1 **Business Stream - water (£1428*)**
 We had hoped to be able to transfer services over to SES; this is outstanding and will be looked at during 2025.
- 12.2.2 **Canon UK (photocopier £424, plus copying costs est. £320)**
- 12.2.3 **EDGE IT software packages: Finance (£897), Assets register (£278), Epitaph (£317), Rickards Hall hire (£257), additional costs £16.90**
 Edge is currently on a 5-year agreement, with 2025-26 being the fifth year.
- 12.2.4 **Fusion4/Besure/Continental (facilities security management, key holding and fire alarms - £2,900*; with approx. £1,000 recharged to EVM; plus call out costs)**
- 12.2.5 **Health Assured (employee assistance/wellbeing mental health programmes £672)**
- 12.2.6 **Insurance - current provider Gallaghers with Hiscox policy (Council insurance item 16)**
 Gallaghers are the current broker, with Hiscox insurance. Item 16 will review the Council's insurance. Council will need to confirm its preferred broker and insurer. However, as this is one of the professional services, it is in the list for consistency and noted the provider may change under item 15.
- 12.2.7 **Mazars (external auditor) (£2,100*)**
 NB: The external auditor is appointed to councils.
- 12.2.8 **PS Technology -AdyenNV (IT support and Licences) (*£15,156 variable)**
- 12.2.9 **NFU Mutual Insurance (vehicles) (£3,411.66)**
 This covers the Council's three vehicles, tractor and Kubota; and any employee over 25 (except the tractor and Kubota which has named drivers).

- 12.2.10 **Keith Robertson (internal auditor) (£600 est)**
- 12.2.11 **NPower – Street Lighting Energy (£18,412*)**
NB: The additional LED lighting upgrades have been submitted to NPower, which should bring down the costs slightly.
- 12.2.12 **SAGE payroll & P11 software services (£857; NB some costs recharged to CAB)**
- 12.2.13 **Streetlights (Maintenance contract) (£8524.70)**
- 12.2.14 **Summer Fun Days – Play Place (£2,128)**
- 12.2.15 **Total Gas (utilities energy all buildings - current contract up to 2027 - £4,898*)**
- 12.2.16 **Vatix – Lone Working Alarms (3-year agreement, up for review - *£523)**
- 12.2.17 **Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)**
- 12.2.18 **Worknest (HR and H&S support, HR insurance *£2901; plus £657 E-Learning portal)**

13 **To appoint representatives on to/work with external bodies and arrangements for report back**

The list is published on the website, link below.

Do Members confirm the Councillor reps to local organisations, or are there any amendments or additions?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/05/240513-Representatives-to-external-bodies.pdf>

[Annex 3: 240513 Representatives to external bodies.pdf](#)

14 **To review the inventory of land and other fixed assets including buildings and office equipment - Fixed Assets Register**

The assets registers as of 31 March 2025 is published on the website, link below. The format has changed as the transfer from an Excel spreadsheet to EDGE asset register has been completed. It was noted that there were some anomalies in the transferring of systems, but these were minimal, and the internal auditor has question and is satisfied.

Do Members confirm the Council's Assets and the closing balance for year-end 2024/25 of £4,307,107?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/04/Fixed-asset-list-31-03-2025-Final.pdf>

15 **To review and confirm Council arrangements for insurance cover in respect of all insurable risks and the annual expenditure of £18,834**

Council ends a three-year agreement with Gallaghers and insurance through Hiscox insurance this year; the renewal date is 20 July. The agreement held was based on the index linking of the sums insured (2024 this was 9% on Buildings and 6% on Contents). Annual premium was

£16,741 including fees. Overall policy increase was 12.5%.

We have gone out to obtain at least three comparable quotes for a new agreement term. It is estimated that the insurance will be in the region of £18,834 if we assume a similar increase to last year of 12.5%. Details of the three quotes will be presented to next Council (July) to confirm the details and insurer.

Our current insurance and policy details are published on the website, link below.

Do Members confirm the insurance levels based on the current insurance levels, and therefore a premium estimate for 2025-26 in the region of £18,834?

https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/06/1895792137-AJG_CommunitySchemes_Hiscox_Schedule.pdf

16 **To review and confirm the Council's and/or staff subscriptions to other bodies**
Do Members confirm the annual subscriptions as listed 16.1-16.13?

16.1 **Campaign to Protect Rural England £36***

16.2 **Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108**

16.3 **Edenbridge Magazine (6 editions - £1,147.50)**

16.4 **Grounds Management Association £157.50***

16.5 **Information Commissioner Office £55**

16.6 **Institute of Cemetery and Crematorium Management £105 (25/26)**

16.7 **Kent Association of Local Council (KALC) £1,870 (25/26)**

 Annex 4: 250401 KALC invoice & info.pdf

16.8 **Kent County Playing Fields Association £20***

16.9 **National Association for British Markets Authorities (NABMA) £500**

16.10 **Open Spaces Society £45***


16.11 **Rural Market Town Group Membership £123.90 (25/26)**

16.12 **Sevenoaks District Council – Premises Licence (TN8) £1,070***

16.13 **Society of Local Council Clerks (SLCC) Town Clerk's membership £420 (25/26)**

17 **To confirm the direct debits and standing orders arrangements**

See the attached list. Amounts shown do vary. **Do Members confirm the continued direct debits?**

 Confidential Annex 5 (omitted from public documents):


18 **To confirm the Council's bank signatories**

Council Standing Orders and Financial Regulations does not currently specify that signatories need to be Finance Committee members. Attached (confidential) is a list of the Council's signatories. Council accounts: Barclays; CCLA. Norman Foundation: Natwest; Scottish Widows investment account.

Do Members re-confirm the attached signatories?


 Confidential Annex 6 (omitted from public documents):


19 **To review the Council's complaints procedures (reviewed and amended December 2021)**
Do members confirm the Complaints Procedure?


 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2022/01/21-12-19-11-adopted-Complaints-Procedure-May-2016-amended-06.12.21.pdf>


20 **To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation (reviewed November 2019): Retention and Disposal Policy, the FOI publication Scheme, Information and Data Policy, and the Privacy Policy**

Do members confirm the above policies and procedures?

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-amended-FOI-and-Publication-Scheme-2018.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/Information-Data-Protection-Policy-20181.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-Retention-and-disposal-Policy-with-appendix-A.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/policies/website-policy/>

21 **Communications and Engagement Strategy and Digital Communications and Social Media Policy**

NB: In March 2025 following a review of its communications policy and strategy it adopted the following (link to website and policies below):

- Communications and Community Engagement Strategy
- Digital Communications and Social Media Policy
- Digital Communications and Social Media Strategy
- Digital IT and Cyber Security Policy
- Digital IT and Cyber Security Strategy

Members are asked to reconfirm its Communications strategy and policies?

 <https://www.edenbridgetowncouncil.gov.uk/policies/council-policies/>

22 **General Power of Competence: to note the Town Council continues to meet the conditions as resolved at its meeting 15 May 2023**

It is good practice for Council to confirm each year that it continues to meet the conditions of General Power of Competence as per the eligibility conditions under the Localism Act 2011, chapter 1 S8. General Power of Competency (Localism Act 2011, sections 1 to 8) allows eligible Councils to have more choice and flexibility to carry out its powers and duties (within the law). To use the GPC, the Council must resolve it meets the eligibility criteria at the first

annual meeting of the new council after the ordinary elections (4-yearly).
Criteria for eligibility:

1. The number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number. ETC meets the criteria: 11 members stood for 15 vacancies and was uncontested at the May elections.
2. The Clerk must hold at least one of the sector-specific qualifications. ETC's Clerk holds CiLCA.

The benefits GPC can be used for most of the activities the council carries out and enabling it to deliver a wider range of activities, rather than without, and using the Local Government Act 1972 section 137 legislation.

To note, the Council continues to meet the conditions as resolved at its meeting 15 May 2023.

23 **To receive the calendar of Council and Committee meetings for 2025**

Annual meetings, link below. **Do Members have any questions?**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/04/Meetings-dates-for-2025-approved-council-2409-250430.pdf>

24 **Annual Governance and Accountability Return (AGAR) 31 March 2025**

Attached is the AGAR for 2024-25.

- Page 3 - Internal Audit Report (item 25.1)
- Page 4 - Governance Statement (item 25.3)
- Page 5 - Accounting Statement (item 25.4)

 Annex 7: 2025 AGAR_redacted.pdf

24.1 **To receive the internal auditor's report**

The Internal Auditor carried out an extensive review of the end-of-year accounts as well as testing some of the procedures, on 29 April. There were no issues, and he was pleased with the reporting improvements including with earmarked reserves. Copy of the report is published on the website (link below) and the attached AGAR audit page is completed and attached with the AGAR (page3).

Do Members have any questions?

<https://www.edenbridgetowncouncil.gov.uk/internal-auditor-reports/>

24.2 **To receive the end-of-year financial statements**

A copy of the end-of-year EDGE finance reports is attached with the Bank Reconciliation, budget comparisons and summary of the earmarked and general reserves summary.

To note:

- The Consolidated balance (1) sheets confirms the **total net assets** (match box 7 on AGAR): £1,032,745.24
- The I&E Account (2) confirms total actual Income £985,992.11 (boxes 2&3 on AGAR), Expenditure £907,192.99 (boxes 4&6 on AGAR)
- Budget Comparisons (3) confirm the budgeted I&E including creditors and debtors, and CIL I&E (the AGAR takes the figures from the I&E and Balance sheet).
- Budget Comparisons Report includes all CIL I&E, and creditors and debtors.
- Bank Reconciliation (4) confirms the cash investments (box 8) £1,032,003.14.

- Excel spreadsheet (5) shows total movements throughout the year including funds released back to GR and budgeted movement to ensure projects continue in to EMR.
- Summary note: 2024-25 budget had forecasted £5,000 movement to GR. Actual movement to GR was £9,044 increasing to £329,101.93

Do Members have any questions?

Do Members confirm the end-of-year financial position: Total net

assets £1,032,745.24 This is made up of General Reserve £329,101.93; Earmarked Reserves £532,438.57; CIL funds (allocated and unallocated) £171,204.74

📎 Annex 8: 1.Balance Sheet 31 03 2025 Final.pdf

📎 Annex 9: 2.i and e account - numerical 31 03 2025 Final.pdf

📎 Annex 10: 3.Incs summary notes - Financial Comparison Summary 31 03 2025.pdf

📎 Annex 11: 4.Bank Reconciliation - Account EOY rec 31 03 2025 Final.pdf

📎 Annex 12: 5.250331 Reserves movement - for EOY.pdf

24.3 **To approve the annual governance statement for 2024/25**

Page 4 of the AGAR - Annual Governance 2024-25. **The Chairman is to read out each statement and members to confirm each, as read.**

24.4 **To resolve the accounting statement for 2024/25**

Page 5 - Annual Accounting Statement for 2024-25. **The Chairman is to read out each item (boxes 1-9) and members to confirm each, as read.**

25 **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.

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

26.1 **County Councillor**

26.2 **District Councillors**

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

27.1 **Clerk's Report**

Byelaws update: Following our application to the Ministry of Housing, Communities and Local Government (MHCLG) it has responded advising that in its current form as the Council's application contains several clauses that conflict with current legislation.

Amendments will be presented to Open Spaces Committee before resubmitted.

Car parking issues in Council car parks and Audit: The Open Spaces Officer is in the process of organising parking audit of several car parks and location for a week in May. A report will be present to the Open Spaces Committee. Parking issues continue at Blossoms Park.

Celebrating 130 years of Edenbridge Town Council: As part of the communications to recognise the Town Council's 130 years, we are looking back at the past 30 years creating a time line for each decade. The first of which, 1995-2005 has now been published on the website and Facebook (<https://www.edenbridgetowncouncil.gov.uk/130-years-of-edenbridge-town-council-building-our-community-through-the-years/>) with an infographic.

A commemorative Liquidambar tree has been planted in Stangrove Park, with a plaque; the new planters in the park also have 130-year badge, and there is a "welcome to Edenbridge" sign at the junction to Station Road.

Cemeteries: The new sign for cemeteries rules is now installed,

Church House damp works interventions: The Buildings Manager and Town Clerk are monitoring. Once quotes for the works have been received these will be presented to Council.

Civic Medallions: it had been intended to include on this agenda for Members to receive details how to make nominations. However, due to the length of May agenda, this has been deferred to the July agenda with a view to consider nominations at its September meeting.

Edenbridge Gardens in Bloom competition: Details have been published on the website (<https://www.edenbridgetowncouncil.gov.uk/edenbridge-gardens-in-bloom-2025-enter-now/>), is in the Edenbridge magazine and posters will be displayed in noticeboards. The awards presentation event will be on Wednesday 03 September 2025.

Land outside the old Police Station: The Council's solicitor has completed their report, and the Transfer of part of the registered title is ready to sign. There is one issue from the report which I have raised with the solicitor and I am awaiting a reply for having the Transfer signed.

Lease meeting with sports clubs: Meetings with both the Rugby and Cricket Clubs in April were positive meetings. **Rugby Club** - it was noted Lease misunderstands between both parties and agreed to establish new systems for communications and monitoring. The Club also expressed ongoing concerns with the heating and hot water systems and appreciate the Council's support with this matter. **Cricket Club** – they are still investigate water irrigation systems harvesting rain water and sprinkler system. Parking is another issue which they are working with a designer for expansion, once have a suitable plan this will be presented to council and SDC (it was noted conservation area constraints). The lack of a road crossing also remains a concern. Nomads – meeting is yet to be confirmed.

Legionella reports: Seven of the council's buildings have had legionella risk assessment surveys carried out in March. We are awaiting six reports to consider, the Pavilion report is on the agenda to receive feedback.

Local Council Award Scheme: Documents/evidence is currently being compiled ready to submit to NALCs council accreditation award scheme.

Rickards Hall reded and repairs work: Following March Council confirming contractor to carryout the work, the appointment has been made with works booked to take place from 04 August, expected to take two weeks. The contractor is aware of a couple of bookings which can be accommodated.

Pavilion gutters: March Council approved the contractor and the gutters and downpipes were painted in-keeping with the new shutters last month.

SDC CIL Bids: We have submitted two bids: (1) Bandstand at Stangrove Park; (2) Pavilion heating and hot water system replacement. SDC are yet to confirm if met the validated to be presented to its CIL Board meeting on 02 July.

Spitals Estate Playground update: Having had our own an independent playground inspection and liaising with SDC over council concerns with the relocated play equipment and area, there has been some progress with SDC addressing issues. Details are reported to the Open Spaces Committee.

Staffing: The office is currently down two personnel on long term sick. (One until end of July, one until end of May.)

Tourism and new walks leaflets and GPS App access: The walks leaflets project has been a huge amount for the Tourism Officer (Lindsey Eaton), and with help from Cllr Aldridge, the leaflets are now in print. The net phase of the project will be to transfer the GPS data to a suitable walks App.

Millennium Wood trail: In addition to the main walks, we are working on a new nature trail aimed at children.

Tourism and train stations: The Planning & Admin officer had 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. Unfortunately, the application was not successful. This would have been a great a partnership project with GTR to improve floral displays at the train stations.

Vandalism: More fires and tree cutting at Millennium Wood.

War Memorial: The sale of the Old Memorial Hospital site did not complete as expected. We maintain contact with NHS Properties who have said they will keep the Council informed of its tender process. In the meantime, NHS will maintain the security for the site, and access can be arranged to the WM as needed.

Website: Progress for the new site is progress well. Communications Officer and Cllr Aldridge are now looking at the plugin for the agenda and minutes. This is a big project, currently working towards an autumn launch.

<https://www.edenbridgetowncouncil.gov.uk/130-years-of-edenbridge-town-council-building-our-community-through-the-years/>

<https://www.edenbridgetowncouncil.gov.uk/edenbridge-gardens-in-bloom-2025-enter-now/>

27.1.1 **To ratify the appointment of Ian McPherson, grounds person**

Having completed the recruitment process, interviewing three strong candidates, an offer has been made for the new grounds person, starting Monday 12 May, to Ian McPherson.

Members are asked to ratify the appointment.

28 **Draft Local Plan - update**

New Local Plan timetable was agreed by SDC Cabinet in February 2025; the local Development Scheme is published on its website (link below).

Key Milestones:

- Reg. 18 consultation – autumn 2025
- Reg. 19 publication – summer 2026

- Submission for examination – by the end of 2026

SDC Planning Policy team are currently developing its revised development strategy and additional sites, to try and meet need, as well as collating further evidence and a current new “call for sites” consultation closed 30 April (link below).

Changes to the new National Planning Policy Framework (NPPF) published December 2024 has resulted in:

- 63% uplift in Sevenoaks housing target (from 704 to 1149 units pa)
- Significant challenge for such a constrained district
- New concept of ‘grey belt’ (previously developed and less important Green Belt land)
- But only in sustainable locations, outside of national landscape (AONB)
- And sites must meet Golden Rules (50% affordable housing, open space and infrastructure)
- Planning Practice Guidance (PPG) just published (February/March)

SDC will need to undertake a new Green Belt Assessment. Other policy reviews will include: Settlement Hierarchy; Transport modelling; Strategic Flood Risk Assessment; Sports/Leisure; Gypsy and Traveller Accommodation Assessment; Infrastructure.

The Town Council's Planning Committee established a working group to look at the Settlement Hierarchy. This has been quite a lot of work, with final updates being submitted mid May.

A meeting was arrange with our planning consultant recently just to discuss the current position of the emerging plan and NPPF. He remains on-hand to help with formal representations to the Regulation 18 later this year.

Do Members have any questions?

🔗 https://www.sevenoaks.gov.uk/directory_record/8/local_development_scheme

🔗 https://www.sevenoaks.gov.uk/info/20069131/plan_2040/833/targeted_call_for_sites_2025

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

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

29.1.1 **Forge Musical Theatre Group new lease**

The solicitor has returned the draft lease following the Town Clerk's edits. Unfortunately, due to other commitments the Clerk has not fed back the Lease Negotiating Group. Once the draft has been confirmed a copy will be sent to the Forge Musical Theatre Group and a meeting arranged.

29.1.2 **Eden Valley Museum Lease renewal**

Following March Council and confirmation to questions raised by the solicitor, a draft copy has been submitted to the Eden Valley Museum CIO trustees. Attached are two documents (confidential) providing summaries of email conversations regarding the lease with the solicitor and Council, and then feedback from the EVM.

The Lease is a detailed document with seven schedules, and it is understandable that the EVM has a number of questions, including:

1. Request for a Peppercorn Rent
2. Objection to 25-Year Lease Term
3. Concerns over Lease Complexity and Commercial Language

A meeting needs to be arranged to discuss the draft lease and concerns face-to-face between the EVM representatives and Council's Lease Negotiating Group. However, before this takes place, **do Members have any comments have considered the attached to precis reports?**

☒ Confidential Annex 13 (omitted from public documents):

☒ Confidential Annex 14 (omitted from public documents):

29.1.2.1 **To approve the expenditure for new plans of Church House to be drawn-up suitable for the Lease, expenditure £585**

The drawings in the original lease are not accurate and do not clearly show the leased area. Having approached the architect who assisted with the Market Archway planning application drawings, they estimate drawn information will take nine hours to assemble at our discounted hourly rate of £65.00 per hour.

Do Members confirm the expenditure of up to £585 plus VAT for accurate floor plan drawings of Church House?

29.2 **Pavilion: To receive an update on the heaters and boilers**

The Town Council's CIL Board has approved an award of £100k towards the new heating and replacement heating. An application has also been submitted to the SDC CIL Board, we await to see if meet validation and then proceed to its meeting on 2 July.

The Annual Lease meeting has also taken place with the Rugby Club where the heating and hot water systems were discussed. They recognised their responsibilities under the lease and will work with the Buildings Manager and Open Spaces Officer confirming an ongoing maintenance schedule.

29.2.1 **To receive a summary of the Independent engineer and Gas Safe report**

See attached summary report (confidential).

Having received the engineer's full report (reported at March meeting), submitted CIL bid to SDC CIL Board, as well as its own CIL, and met with the Rugby Club, Council needs to:

- To confirm the tender process
- Confirm funding
- Go out to public tender
- Tender appointment

Do Members have any questions?

☒ Confidential Annex 15 (omitted from public documents):

29.2.2 **To consider and confirm the appointment of the Independent Engineer to prepare a specification suitable for public tender of the new heating and hot water system for the Pavilion; to manage the public tender process; oversee the project works and final inspection. Total expenditure in region of £11,000**

Following a recent meeting with Intrinsic to discuss the full report on the Pavilion heating and hot water system, it was clear that this is quite a complex project requiring a detailed specification to be able to go out to public tender as well as someone to oversee the delivery of the project.

Attached is a formal fee proposal for the specification, procurement, and project management which includes a breakdown of the different scope of service and their associated fees. The following provides a little more details as to what is included in this scale of project:

1. To undertake detailed survey of the building and existing plant and environs: As you will be aware Intrinsic has already attended to undertake a condition survey of the heating and hot water systems, however, the next phase is to attend the Pavilion with a focus of obtaining information in relation to the design and installation of the new proposed system. As you can appreciate this is quite extensive as it forms the basis of the content of the bespoke specification so ensure that all aspects of the project are included and tendered against.
2. Prepare performance design specification and schedules for the internal and external plant and all associated equipment and services: Based on the information obtained during the survey this will enable the design engineer to then liaise with manufacturers so that they can select the equipment to the required design parameters, which is then scheduled into the specification. This includes but not limited to, the selection of boiler(s), pressurisation units, valves, hot water calorifiers and circulation pumps all of which need to be sized correctly for the system operate correctly and to industry standards to ensure all warranties are upheld. The specification will also detail standard working practices and regulations that must be adhered to.
3. Prepare performance specification and agree with Edenbridge Town Council: Self Explanatory, however, this will take the form of approximately 142-page document. A sample draft can be issued on request.
4. Provide list of prospective contractors and agree shortlist with Edenbridge Town Council: Intrinsic can on request, provide selected service providers to be invited to tender. The project will be placed on the the governments Contract Finder, as well as locally. (The Town Council will make the appointment of the successful contractor).
5. Oversee and review the extent of project, agree scope of works and outline programme with Client. As well as Monitor works for compliance with technical design specification and quality of workmanship for the duration of the project. Carry out final inspection on completion of defects liability period and issue completion certificate.

The estimated works value on which the fee basis has been determined is £110,000 and have based our professional fees on 10% of the project value. The fee for undertaking the above scope of work, is £11,000.00 plus VAT. The fee options below:

Option One – Specification Only £5,500.00

Option Two – Specification & Tender & Report Only £8,500.00

Option Three – Specification & Project Management Only £8,000.00

Option Four - Specification, Tender & Report, and Project Management £11,000 (subject to value of project)


Funding would could come from the Council's earmarked reserves as is unbudgeted expenditure for building maintenance. It is not clear id this expenditure would meet the CIL requirement but an enquiry to SDC for advice has been submitted, and then this could be funded using Council's CIL funds.

The proposal is to continue with the Intrinsic (the Independent Engineers who prepared the original report) thus saving on any additional (repeat) reports, and because it is a specialist area and project.

Members are asked to consider option four.

Do Members confirm to appoint Intrinsic to oversee the Specification, Tender and Report, and Project Management for the Pavilion new heating and hot water systems,

and the expenditure in the region of £11,000 plus VAT?

 Confidential Annex 16 (omitted from public documents):

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

Both planning applications for the new archway project have been granted (24/03000/FUL for new market archway and new removable bollards; 24/03001/ADV - wording 'Edenbridge Market'). The instruction has been given to the blacksmith and we await the new archway. Once a date is confirm, we will then order the removable bollards. Market gazebos are currently being investigated. The funding from UK Shared Prosperity Fund (via SDC); and County Councillor McArthur Members Fund, has been received.

Do members have any questions?

29.4 **Rickards Hall floor repairs: To approve the expenditure of up to £5,200**

Council's March meeting members received information repairs to the Hall floor where there are a couple of obvious signs of rot. Three contractors had been approached. Contractor A had said that the repairs and to reinstate the oak flooring was £3,820 (noting the rest of floor was fine); contractor B said they needed to take up part of the floor to investigate before quoting, cost £560; and contractor C had not quoted. Members resolved for further investigation. February CIL Board awarded £5,000 for the floor repairs.

Following contractor B's investigation:

- Exposed the two sections in question.
- From past experiences to be a very serious case of dry rot. This would have to be inspected by an expert. As far as we could see with phone cameras under the floor voids, the last supporting joist had entirely disintegrated, which is why there is a very noticeable sag in this area.
- The second inspection hole (where the floor dips), the floor joists have rotted along the bottom, which has led to them being crushed and a drop in the floor joist height.
- The brick sleeper walls seemed in OK condition.
- Advise a repair will simply mask the issues below and be a very short-term solution.
- Recommend all joists and flooring are replaced, estimated cost £30,000 plus a full detailed inspection.

We have since had two other contractors inspect the floor (D and E). Both contractors have agreed signs of dry rot along the section that runs on the southwest wall due to a blocked air vent which can be rectified. The other section where the floor dips is because a section of wood has just deteriorated. They also felt that the floor was in good condition and recommend to repair as needed. The Town Clerk, Buildings Manger and Open Spaces Officer all support that the floor is showing only two areas of repair, and having looked under the floorboards, (just like the contractor B), and given the good condition of the existing floor, would agree with the recommendation to repair as needed.

In the meantime, the Open Spaces Officer and Buildings Manager have investigate the air vents, which have now been cleared with new concrete gully surrounds. There is one broken vent but is unobstructed.

Quotes:

Contractor A - £3,820 (withdrawn as retired)


Contractor B - £30,000 plus a full survey (following £560 investigation)

Contractor C - didn't quote

Contractor D - £5,000

Contractor E- estimated £4,500 but is not the sort of work they carry out

How do Members want to proceed? Do members confirm to appoint contractor D to carryout the floor repairs to Rickards Hall and the expenditure of £5,000 funded by the CIL award?

 Confidential Annex 17 (omitted from public documents):

29.5 **Events updates**

29.5.1 **Annual Town Meeting - 31 March: Feedback**

The ATM went well, with about 100 residents attending. Presentations were provided by councillors on the Town Council's achievements and finances; Cllr Roddy Hogarth, Leader of SDC provided an update on the Local Plan and devolution/reorganisation; the two local police officers PC Maunsell and Donegan spoke on local policing matters; Ian Watts Assistant Director Education (North Kent) Kent County Council (KCC) provided an update on the future secondary school for Edenbridge; as well as presentations from the Food Bank, Edenbridge Christmas Community Association.

The questions and answer session will be published on the website with a copy of the minutes in due course.

Do members have any questions?

29.5.2 **VE Day 80 - Thursday 8 May: Feedback**

Activities that took place:

Flag Raising 9:00am: VE Day Flag raised with Town Band bugler playing the last post. Attended by representatives from the RBL, the local primary school, councillors and local residents.

An afternoon tea: Held in Rickards Hall/Courtyard for older members of the community who may have been a child, or served in the war, or worked in the war years - one lady remembered attending the the original VE Day celebrations outside Buckingham Palace when she was nearly eight years old. About 70 residents attended.

Thursday Market: Open until 4:00pm and themed with Union Jack bunting and memorabilia giveaways for children such as stickers, balloons and pencils and flying gliders.

Beacon lighting at Stangrove Park 8:45pm. The Town Band played a medley of war time themed songs, and the National Anthem. Thanks to the Bonfire Society for the beacon lighting.

Do Member shave any comments?

29.5.3 **Chairman's Reception**

Council has confirmed to hold a Chairman's Reception this year, Wednesday 16 July. Preparations are underway, and will discuss with the new appointed Chairperson. An updated will be given at the July meeting.

Do Members have any questions?

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

30.1 **Pavilion: legionella survey**

30.1.1 **To receive summary following recent survey**

In December, following our H&S audit, Council approved the expenditure for seven legionella assessments for Council buildings; these were carried out in March. We are awaiting the reports for six of the sites but have received the Pavilion report before the others as there are a number of items that need attention. Attached (confidential) is a summary report following the legionella survey for the Pavilion (the full report is available at the office).


With in the key findings it was noted:

- Five cold water tanks with sediment and missing insulation.
- Maintenance issues and records not readily available

The Rugby Club are aware of its responsibilities, they have been carryout some testing but this will form part of the new monitoring processes to be developed working with council officers.

However, the Council is responsible for the water tanks. It was recommend by the inspector to have the individually tested. Following this, it may be recommended to drain the tanks. Other observations included questions to if the five tanks were needed and possibly replacing for larger tanks.

Do Members have any questions?

 Confidential Annex 18 (omitted from public documents):

30.1.1.1 **To approve the expenditure of £313 for legionella testing of the five water tanks**

Following the recent legionella assessment and recommendations, a quote to sample test the five water tanks in the Pavilion will be £313 plus VAT.

Do members approved the expenditure to sample test the five water tanks at the Pavilion?

30.2 **Stangrove Playground - partial wet pour resurfacing (43metres): To approve the expenditure of £2,415 plus VAT**

It has been highlighted that the wet pour near and around the new seesaw has lifted and there are trip hazards. The quote for replace and repair is attached quotation and image (confidential). This is an Open Spaces budget expenditure.

Do Members confirm the expenditure of £2,415.68 to allow the surface repairs at Stangrove Playground?

 Confidential Annex 19 (omitted from public documents):

 Annex 20: Stangrove wetpour to replace.pdf

30.3 **Church House and Doggetts Barn: Smoke detector replacements and to approve expenditure of £1,850**

Members will recall in February an electrical issue in the fuse cupboard which resulted in the fire service attendance (March Buildings Manager's report). This was a matter resolved in the end by UK Power Networks. However, the incident raised a question regarding the procedures for alarm alerts to the fire alarm company:

- 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.
- Triggers are sensitive, smoke detectors are designed to respond to a progressive increase in smoke density rather than an immediate spike. This design prevents false

alarms caused by brief smoke events, such as cooking smoke or steam from hot showers.

- Main evacuation fire alarms connect to the alarm company (to alert the Fire Service) and will sound when smoke is equivalent to the density of smoke commonly present during the early stages of a fire.
- Smoke detectors are designed to activate when the concentration of smoke particles in the air reaches a certain threshold (this does vary to type and model).

We had been advised by the initial engineer who attended after the event, that the first stage could be linked to alarm company for emergency call out of the fire service and key holders. However, having discussed further with our regular engineer, this is not the case and that no pre alarms link to alarm companies for reasons above.

Upon further inspection, in March, the engineer found that the smoke detector in the electrical cupboard was faulty. He noted black smoke marks around the detector which should have set off the main evacuation alarm. This alarm had passed a recent six-monthly test. The detector has been replaced.

The engineer explained that smoke detectors do have expiry dates, the museum detectors are at least 15-years old. We suspect Doggetts Barn is similar. The manufacturer recommends smoke detectors:

- are replaced after ten years in service to ensure correct operation and full functionality
- its best practice to change
- however they may work correctly beyond that age,
- they are tested every year and the engineer will highlight any that fail immediately.

During the six monthly checks we have in our buildings, some detectors have been replaced over the years. However, it has been noted that many have not.

Quotes:

Church House: Replace 20 Addressable Smoke Detectors, and one heat detector £1,350
Doggetts Barn: Replace 8 x conventional smoke detectors; 1 x heat detector, 9 x detector bases £500

This expenditure has not been budgeted for. Building repair costs (2065) has a budget of £2,500. This would like force an overspend by the time of year-end, or we could draw down on the buildings earmarked reserves (currently £102,523).

Do Members confirm the replace of the detectors for both Church House and Doggetts Barn, total expenditure £1,850 plus VAT? If so from budget or earmarked reserves?

31 **Devolution and local government reorganisation**

31.1 **Local Government Reorganisation - update**

In March, following February's announcement that Kent had not been selected as part of the government's Devolution plan, the leaders of Maidstone, Sevenoaks, Tonbridge and Malling and Tunbridge Wells councils, formally wrote to the Minister of State for Local Government and English Devolution to express their collective desire to develop a proposal for local government reorganisation. This means a move to unitary authorities structure with the geographical boundaries to be finalised. The proposal submitted suggests a three unitary model which most closely aligns to the Government's criteria.

Following feedback from the government to the leaders of the district councils, a full

proposal will need to be submitted by 28 November. If the proposal is supported, the necessary legislation will need to be agreed by Parliament. The overall transition if is supported, is anticipated to be 2028. A link to the initial letter to leaders of districts in Kent and Medway is published on the government website, link below.

Sevenoaks District Council' voted to support the reorganisation proposals at its extraordinary meeting on 19 March. Details of this and what it could mean for Sevenoaks district is on its website, links below.

Do Members have any comments?

<https://www.gov.uk/government/publications/local-government-reorganisation-invitation-to-local-authorities-in-two-tier-areas/letter-kent-and-medway>

https://www.sevenoaks.gov.uk/info/20003/your_council/834/local_government_reorganisation

31.2

To receive a summary report following presentation from SDC on its Assets

Cllrs Bob Todd (Chairman), Alan Layland (SDC District Councillor) and the Town Clerk, together with other representatives from the district's town councils met with officers from SDC in March to discuss Local Government Reorganisation and SDC assets and possible consideration for community transfer

Below is a summary of the Clerk's own notes, of some key points and themes discussed during the meeting and presentation with a focus on how Town and Parish Councils (T&PCs) may engage in the asset transfer process ahead of the 2028 reorganisation.

1. Context and Reorganisation Plans

- All 14 district councils across Kent, including Medway, are preparing for a potential local government reorganisation by 2028.
- While there is a general agreement in the direction all would like to proceed, significant disagreement remains across councils.
- A white paper is expected in June outlining implications for Town and Parish Councils (T&PCs).

2. Asset Transfer vs Disposal

- The SDC is developing a Disposal Policy to govern how surplus assets may be managed and transferred.
- Emphasis is placed on transferring assets (rather than disposing of them outright), particularly to T&PCs or community organisations.
- Transfer can occur under policy (SDC-led) or through statutory instruments in a unitary scenario, though SDC does not currently use statutory instruments.

3. Disposal and Valuation Considerations

- Assets must be assessed to determine whether they are surplus to operational or strategic needs.
- Community Asset Transfer (CAT) allows eligible groups to acquire assets, including at below-market value, if social, environmental, or economic benefit is demonstrated.
- Assets valued above £2 million require Secretary of State consent for below-market transfer.
- Applications must include a robust business case and evidence of sustainable financial planning.

4. Timeline and Process

- The Disposal Policy proposes two application rounds in 2025:
 - Round 1: Opens 6 May, closes 30 June; Cabinet decision 18 September, Council

19 November.

- Round 2: Opens 1 September, closes 31 October; Cabinet 15 January 2026, Council 24 February 2026.

- Applications link to the asset list on SDC's website and will go through the Properties Team for triage and engagement.

5. Strategic Points and Concerns

- SDC categorises its assets as operational, surplus, or strategic. Any may be proposed for transfer.
- Concerns were raised about how future unitary authorities may handle inherited assets, including fears of 'asset dumping' and revaluing parks as development land.
- Asset transfers are seen as a chance to secure community facilities before reorganisation.
- Governance structures for managing transferred assets are still being conceptualised.
- Any proposal from a T&PC will require a proposal, business plan and all legal fees funded by the T&PCs.
- Taking on any assets will likely impact on T&PCs budgets and likely need to increase to their Precept

6. Actions and Recommendations

- Review the publicly available SDC asset list (2019).
- Consider council-level discussions on assets of interest.
- Engage with SDC early in the process to discuss suitability for transfer.
- Be prepared with financial models and sustainable business plans to support any application.
- T&PCs need to consider future financial proofing creating funds to fund additional assets


7. Discussions with the Council's planning consultant made the following additional considerations:

- Ensure the towns key assets are included in the emerging Local Plan.
- Council to consider the future of its assets and identify how to secure these.
- The local Infrastructure Works Plan to include the facilities needed for Edenbridge as identified locally.
- Assurances for contributions from future development can provide s106 or CIL funding towards new facilities and/or maintenance improvements.

Do Members have any questions?

31.3 **To note SDC held Assets in Edenbridge**
See attached list.

Do Members have any comments?

 Annex 21: 250501 SDC_assets_in_Ednbridge.pdf

31.4 **To consider how does the Town Council want to proceed in terms of potential expressions of interest for SDC Assets**

Verbal update to members following a small working group meeting to consider SDC assets in Edenbridge and what reorganisation may mean for Edenbridge and the Town Council.

Do Members have any comments? How do members want to proceed?

32 **Consultations**

32.1 **Better Together survey - SDC - deadline 13 May**

SDC are asking residents to take part in our 'Better Together' survey which looks at all aspects of the community and asks what improvements could be made to support you into volunteering and community activity.

[🔗 https://www.sevenoaks.gov.uk/bettertogether](https://www.sevenoaks.gov.uk/bettertogether)

32.2 **On-street electric vehicle charging - KCC**

KCC have an open consultation where residents can nominate a street for a public charge point, this will be used to help gauge the need, They cannot guarantee that every suggestion will receive an EVC point, but they are asking residents thoughts. (This will be published on Council website and Facebook.)

[🔗 https://letstalk.kent.gov.uk/on-street-ev](https://letstalk.kent.gov.uk/on-street-ev)

32.3 **NHS 10 Year Health Plan Consultation - Help Shape the Future of NHS Services in Your Community - KALC - deadline 6 June**

[🔗 https://www.surveymonkey.com/r/PY82TNZ](https://www.surveymonkey.com/r/PY82TNZ)

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

34 **To consider any press releases**

35 **Matters for future agendas**

To note: Items proposed at March meeting will be on a future agenda 2025: Games Club age; Street Lighting Church Street (we do have a cost for this and will presented to Open Spaces Committee to consider within its budgets).

36 **Date of next meeting - 07 July 2025**