

To Councillors: J Aldridge (*Vice-Chairman*), A Baker (*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.

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 8 September 2025 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
3 September 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

Agenda

In view of the confidential nature of Agenda Item 14 to be discussed, the Chairwoman 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.

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Meeting Papers & Report

1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**


The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

4 **To receive, adopt and sign the minutes of the Full Council Meeting held on 07 July 2025 (pages 2023-100/1-14)**

 Full Council | 07 July 2025 v.1 - Minutes (Pages 2023-100/1-14)


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 **To receive and adopt the minutes of the Planning Committee meetings held 21 July (pages 2023 102/1-3), 18 August (103/1-3) and 01 September (104/1-3)**

 Planning and Transport | 21 July 2025 v.1 - Minutes (Pages 2023-102/1-3)

 Planning and Transport | 18 August 2025 v.1 - Minutes (Pages 2023-103/1-3)

 Planning and Transport | 01 September 2025 v.1 - Minutes (Pages 2023-104/1-3)

6.2 **To receive and adopt the minutes of the Finance Committee 14 July (2023-101/1-3)**

 Finance and Governance | 14 July 2025 v.1 - Minutes (Pages 2023-101/1-3)

7 **To receive recommendations from Committees**

7.1 Planning Committee meeting 18 August under delegated authority

7.1.1 **Settlement Spatial Plans (SSP): to defer proceeding with a SSP, and review after the Local Plan Reg 18 (C) consultation; and to develop a relationship with a second planning consultant with a view for future reports and the LP Hearing**
Members are asked to ratify the decision?

7.1.2 **Eden Valley Museum new Lease: approved the execution of proposed Deed of Variation - new clause 52 and the wording**

Following on from the new lease negotiations and signing of the lease in June, the Museum then took legal advice as they were responsible for registering the Lease with the Land Registry. He advised that the new Lease did not contain specific "charity provisions" normally required to satisfy the Charity Commission's requirements for charities holding an interest in land. Having liaised with the Council's solicitor a deed of variation was prepared with a new clause 52. Whilst this wording raised some concerns, this has been raised several times to seek reassurances to safeguard the Council's asset and that no rights to transfer or imply ownership of the freehold to the Museum, and that the Council retains ownership. The clause is solely to Museum's interest as leaseholder and no new rights are being created.

The Council's solicitor has reiterated that the "clause to be inserted into the Lease is **only to ensure that the Tenant complies with their obligations under the Charities Act**. It does not change their legal rights under the Lease in any way. I appreciate the wording can cause confusion, but this is because "land" and "property" is used for all types of legal interest, whether freehold or leasehold. The fact that the clause is included in a Lease means that these words **apply only to the Leasehold interest**".

Members are asked to ratify the decision, and confirm Cllrs Baker (as Chair of the Council) and a second councillor sign the Deed of Variation.?

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

8.1 **Clerk's Report**
Annual Report 2024-25: Published - <https://www.edenbridgetowncouncil.gov.uk/annual-report/>.

Byelaws update: Following our application to the Ministry of Housing, Communities and Local Government (MHCLG) are currently reviewing the amendments informally. They will advise if they think these will be okay to submit for formal consideration. .

Car parking issues in Council car parks and Audit: Following May's audit, preparations are in hand for a repeat audit late September. Councillors are asked to volunteer to help with car counting.

Council Grants and CIL bids: The window inviting local organisations to submit bids for council grants, or infrastructure projects for CIL funding is open and advertised on the website, social media and posters will be going in the noticeboards. <https://www.edenbridgetowncouncil.gov.uk/community-funding-available-apply-by-20-october/>

Environmental fires: Council has been made aware of the requirement to apply for D7 exemption for burning plant and untreated wood waste where it's produced. We have applied for two of these for burning vegetation at Moswshurst and Forge Croft allotments.

This allows to be able to burn up to 10 tonnes of waste in any 24-hour period. Following a recent complaint and contact from the Environmental Health, we are in the process of reviewing the options for grounds waste management and a new policy. This will be presented to the Open Spaces Committee at its September meeting.

Great Stone Bridge Trust: Two applications have been submitted for consideration: support towards the Community Warding; annual bulb planting and general planting in the town to enhance the flowers.

Leases: Forge Singers Theatre Group: We have a couple of dates provisionally booked for September, just waiting to finalise.

Legionella reports: Seven of the Council's buildings have had legionella risk assessment surveys carried out in March. These have now been summarised into one page action points for each. Actions currently working through include:

1. Appoint Duty Holder & Responsible Person.
2. Create Legionella Management Policy.
3. Implement Written Scheme of Control (monitoring, flushing, incident plan).
4. Provide Legionella awareness training to staff.
5. Clean & disinfect spray outlets quarterly.
6. Install Category 2 backflow protection.
7. Regular descaling/disinfection of outlets.
8. Keep risk assessments (2 yrs) & monitoring records (5 yrs).

The Pavilion with its water tanks was the main issue which is currently being investigated and we await the feasibility study and option appraisal report to consider moving to just mains water; the survey was carried out in August. Once we have the recommendations this will be presented back to Council to consider its options.

Local Council Award Scheme: Documents/evidence is currently being compiled ready to submit to NALCs council accreditation award scheme. However, as we need to submit page links on the new website.

Pavilion update on works: Intrinsic has prepared the specification for the new heating and hot boilers (140 pages). I hope to have a meeting with them week 8 September to confirm the tender stages and to also place on Contracts Finder website. Tenders to be received for a date mid to late October.

Water tanks and legionella controls: Intrinsic visited in August. They seem to think that it is viable to have most of the water (if not all) fed through a wider pipe. It may be that we reduce to one tank. They are contacting the water company to explore the options before submitting its feasibility study and option appraisal.

Market Archway at Market Yard car park access road: The archway is mostly constructed, awaiting to be treated and sprayed. It is hoped that works to instal it will be late September/October. The gazebos have proved a little more difficult to order due to considering branding and artwork.

Planning App Gepto: the Planning Officer and Town Clerk have a meeting with Gepto to discuss the trail of its AI application to assist with reviewing planning documents (approved Council July).

NJC pay award 2025-26: In July the National Joint Council for Local Government reached an agreement on rates of pay applicable from 1 April 2025 (covering the period 1 April 2025 to 31 March 2026). The new pay rates, each increased by 3.20 percent. This was slightly lower than budgeted. Back pay was made in August pay, and letters sent out to each employee.

Rickards Hall redeck and repairs work: Completed in August. However, the floor does now need re-sanding and polish (which is the maintenance plans for 5-yearly). We will look to obtain quotes for work to be carried either in current financial year or 2026-27.

Staffing: Personnel and Council have agreed to support a temporary position for 6-months, 11 hours a week to assist with the Community Warden role. This is being advertised for September.

Staffing contracts: Following resolutions by Personnel and Council, all employees have now received the new version of employee contracts.

Service Level Agreements (SLA): Following July meeting and resolutions, payment has been made to the Eden Valley Museum. HOUSE has submitted a report recently but are awaiting details the next period. Cllrs Baker and Todd to confirm payment.

Speedwatch: Debbie and Cllr Stockdale have been liaising with Speedwatch volunteers to arrange a couple of sessions now that we have received the new Unipar Dual Display - speedwatch equipment funded by Kent County Council.

Walks Leaflet envelope: artwork is being finalised, and we hope to be able to place the order before end of September. Work continues on updating the three trails.

New Website: The new website is almost ready to launch. There are some documents to upload still and work is need on updating the Privacy Notice and Accessibility Statement. We hope to go live by end of September.

8.1.1 **Kent Pension Fund - Pooling of Town & Parish Council - Formal Consultation: to receive an update following Council's response to consultation**

Personnel Committee and Council considered the Kent Pension Fund recent consultation on the pooling of town and parish councils contributions. KALC had responded that this was not something they were able to advise on. The Council's response submitted was: it had not found this consultation at all easy to understand, and would like the following points raised and be part of the consultation response:

1. How are the proposals to pool pension funds going to safeguard town and parish councils to changes in the LGPF.
2. It is difficult to know or understand what the impact could be.
3. The supporting documentation to the consultation was not at all helpful.
4. Councillors are not qualified experts, and from the limited information provided, would need to engage an expert to form a detailed response.
5. How will these proposals directly affect the employer contributions. Will percentages change?
6. If the pension is pooled, does this mean that there won't be the option to opt out?

Having circulated to some other clerks, it would seem there was mixed views as all councils pay different contributions, with one paying a secondary contribution. Some will benefit from the pooling with its contributions being reduced and others will increase. One clerk explained, as they understood it, those paying a lesser amount will see an increase in contributions. Those paying more will see a reduction. Overall, an average will be worked out and we will all pay that amount.

Kent Pension Fund provided the following feedback:

1. This proposal is not in respect of pooling pension Funds. It is in respect of pooling certain groups of employers together in the Kent Pension Fund. Specifically, town and parish councils. We currently have two other successful pools in the Kent Pension Fund, namely Academies and Colleges. The theory is that pooling a

certain category of employers, controls volatility of contributions and funding positions which is what the Fund aims to do overall.

2. We appreciate that it's difficult to ascertain how this will affect you directly. As you may know the Fund is in the middle of its triennial valuation with new employer contributions being set from 1 April 2026. As this valuation is not yet complete, we can't give you the exact rates for town and parish council if pooling goes ahead. We can however give you the rate that would have been set if town and parish councils had been pooled at the last valuation in 2022. The actuary has advised the Fund that the theoretical employer contribution rate, if town and parish councils had been pooled at the last valuation, would have been set at 22.1% from 1/4/23 for 3 years. Currently parish councils in the Fund all pay their own rates and these range between 16% and 68% with your rate being 23.9%, so as you will see if town and parish councils had been pooled at the last valuation, Edenbridge Town Council would have benefitted from a reduction to your employer rate. There are currently 12 town or parish councils, who following the 2022 valuation, paid less than the theoretical pooled rate. And most of those are only less by a small margin of 1% or 2%. The rest of the Fund either stayed the same or pay more under the current individually assessed arrangement. If they had been pooled at the last valuation, these employers would have seen a reduction of between 1% and 46%.- with the majority being between 1% and 10%. As mentioned above, we won't know what each employer rate will be at the next valuation or what the proposed pooled rate will be until the valuation of the Fund has concluded but I hope that the comparison to the last valuation in 2022 might offer an insight. The 31 March 2025 triennial valuation results at Fund level are expected in September, with employer /pooled results (if pooling is agreed by Committee) to then follow with the aim they are all available by the 10 December Employer Forum. This is an in person event at Ashford International Hotel which will include a presentation from the Fund Actuary Barnett Waddingham and an opportunity for employers to book one to ones with them to discuss their valuation results. Further details of the December Forum will be available on the Fund's website nearer the time.
3. Apologies, if you feel that the supporting documentation has not been helpful. All communication was prepared under guidance from the Fund Actuary, however as you will see from my explanation above we unfortunately have not been able to provide specific impact information to employers because we are part way through a valuation. The documentation provided was to give potentially affected employers an insight to the pooling proposal along with information about how it would work in theory.
4. We appreciate your comments, however whilst we have not been able to produce employer specific results we have provided information regarding how the pooled arrangement will work. If you wish to engage an expert to review the proposals, the Fund will be happy to provide any information required.
5. Yes, it is likely that employer contribution rates will change from 1 April 2026 if pooling is agreed by the Pension Fund Committee, however as advised we are currently conducting the Funds Triennial Valuation and even if the pooling arrangement does not proceed, individual employer rates are likely to change regardless, as it does every 3 years when we carry out the triennial valuation.
6. If the pool is established, town and parish councils would not choose whether they joined the pool hence, when a new town or parish council joins the Fund they automatically join the pool. This would mean the new employer would be certified with the Pool's total employer contribution rate and be notionally allocated with assets such that the employer had the same funding level as the pool. If the

member(s) of the new town or parish council had any past service, assets equal to the past service liabilities (as calculated on an ongoing funding basis) would be transferred to the Pool. Similarly, employers would not choose whether to leave the pool.

KPF also clarified that the Local Government Pension Scheme is a Career Average defined benefits scheme, meaning the pension amount is based on salary and the number of years in the scheme. It's a statutory scheme meaning all benefits are guaranteed. Increases or decreases on employer contributions does not impact the level of benefits the member received on retirement.

Do members have any questions or comments? Do members want to nominate someone to attend the Employer Forum at Ashford International Hotel which will include a presentation from the Fund Actuary Barnett Waddingham and an opportunity for employers to book one to ones with them to discuss their valuation results? Further details of the December Forum will be available on the Fund's website nearer the time.

8.1.2 **Remembrance Sunday 9 November**

An event application was submitted via the SDC EventApp application on 23 July with the road closure plan and event risk assessment. The police have confirmed no concerns, but still awaiting confirmation for the road closure notice. A copy has also been sent to Kent County Council. However, KCC indicates a road closure costs £1,110. This is an annual community commemorate parade, and no fees have been paid in past years. I am hoping that the application through SDC EventApp does not come back with a fee.

The Bonfire Society is not able to assist providing marshals this year due to its event on 8 November. Local groups are being written to ask if they are able to provide volunteers. All council staff have been requested to be available on 9 November.

A meeting of the working group members will be organised for late September/early October.

All councillors are expected to be available to attend the parade and service.

Do members have any questions?

8.1.3 **To reconfirm the Environmental and Health and Safety statements**

Each year Council confirms its environmental and health and safety statements. Please see the attached which are from the Council's Health and Policy reviewed by Worknest April 2024.

Do Members confirm the environmental and health and safety statements, and for the Town Clerk to sign?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/05/2024-Health-and-Safety-Policy-Manual-April-2024.pdf>

[Annex 1: 2025 Environmental policy statement.pdf](#)

[Annex 2: 2025 H&S policy statement.pdf](#)

8.2 **Communications Officer** **ETC Communications work - January to August 2025**

This report provides an overview of communications activity carried out over the past six months, covering both day-to-day operations and key projects. Regular tasks have included managing the Council's website and social media channels, producing marketing and PR

materials, maintaining our Google business presence, and preparing press releases. In addition to this core work, I have supported and helped deliver several larger or one-off initiatives: the launch of the Millennium Wood Nature Trail and Art Adventure, communications for the Council's 130th anniversary, and the development of the new website, which is scheduled to go live in September.

- **POLICIES**

- Helped the Town Clerk update/introduce new policies such as the Digital Communications and Social Media Policy.

- **WEBSITE**

- Continued to work on the Council's new website – due to launch in September. This has included creating new content, liaising with the web designer, Cllr Aldridge and the Town Clerk ensuring the site provides easier user experience as well as holding helpful and relevant documentation.
- Updating the existing website and Visit Edenbridge site with new posts, documents, links and information.

- **GOOGLE BUSINESS PROFILE**

- Ensured key information is kept up-to-date i.e. opening hours.
- Created posts to promote events and special activities i.e. New Chairman, Gardens in Bloom, VE-Day 80 and Family Fun Days.

- **PRESS RELEASES**

- Sent press releases to various media such as The County Chronicle, and industry publications from KALC, SLCC, NABMA and Clerks & Councils magazine, which generated coverage of the Council's work.

- **EDENBRIDGE MAGAZINE (BI-MONTHLY)**

- Produced double-page spreads to communicate the Council's activities, news and events.

- **SOCIAL MEDIA**

- Generated regular content such as posts, reels, stories, events and cover photos to communicate Council activity and matters of interest.
- Shared partner content and information relevant to Edenbridge residents.
- Liaised with community groups such as volunteer litter pickers and Allotment Association to promote collaborative work.
- Example content:
 - Road closures
 - Commemorative tree-planting
 - Change in Chairmanship
 - New councillor surgery at Bridges
 - Self-defence – gauging interest
 - Bulky waste and rubbish collections
 - Groundsteam work
 - Awards and events
 - Job vacancies
 - Community Grants – liaising with community groups for follow-up stories
 - Edenbridge Market
 - Dementia Friendly Edenbridge/Forget-me-not cafes
 - Vandalism/Fly-tipping
 - Office opening hours inc. holidays
 - Allotments
 - Games Club
 - Grants
 - Devolution and Local Government Reorganisation(LGR)

- Council Tax/Budget
 - Highways improvements
 - National campaigns such as Clerks Week, International Women's Day; Keep Britain Tidy; Love Parks Week, Love Your Local Market
 - Annual Report
 - Summer summary
- **NOTICEBOARDS/ SIGNAGE/ ARTWORK**
 - Completed a recce with the Open Spaces Officer to plan what signage may need to be replaced now and in the future.
 - Produced posters for the new Visit Edenbridge walks leaflets, to be used at top and bottom stations.
 - Produced posters as required for noticeboards e.g. bulky waste, PACT, Family Fun Days.
 - Completed new signage for the cemeteries.
 - Created artwork for events such as invites to Chairman's Reception.
- **BUDGET/COUNCIL TAX COMMUNICATIONS**
 - Communicated the Council's budget and precept via various channels. This included an infographic to highlight key information and make it easier for readers to digest.
- **ANNUAL TOWN MEETING**
 - Promoted the event so that people were aware and to encourage attendance.
 - Put together the PowerPoint presentation to be used.
- **ANNUAL REPORT**
 - Completed putting together the Annual Report, and published on our website and promoted on social media etc.
- **EVENTS/SPECIAL ACTIVITIES**
 - 130th ANNIVERSARY OF ETC
 - Designed an anniversary logo to be used on emails and promotional material, as well as on new planters at Stangrove Park and town welcome sign.
 - Created infographics and communications to showcase highlights of the Council's work over the last 30 years.
 - VE-DAY 80
 - Outdoor banners; posters; Edenbridge Magazine; afternoon tea invites
 - Website; Google; social media
 - EDENBRIDGE GARDENS IN BLOOM
 - Re-used banners from last year; posters; Edenbridge Magazine; flyer & entry form
 - Website; Google; social media; online entry form
- **MILLENNIUM WOOD**
 - Helped the Open Spaces Officer and Tourism Officer create a new Nature Trail and Art Adventure at Millennium Wood. Brainstormed ideas, created new directional signage and information for the noticeboard, as well as a downloadable nature trail booklet and website content.
- **EDENBRIDGE MARKET**
 - Working with Market Officer to help promote the market via:
 - New banners & directional signage.
 - Website and social media, including paid-for advertising on META channels (Facebook etc.)

- Designed a new business card for traders with QR to online calendar
- Interviewed traders and did write-ups. Content used for website and social media, and also sent off to local media.

- **COMMUNITY WARDEN**

- Helping to maintain the Community Warden profile on social media in their absence. Content includes partnership working and updates from Kent Police, promotion of PACT/101/My Community Voice, and Forget-me-not cafes.

- **SIGNAGE**

- Designed new signage for the Life Rings and safety near ponds
- Walks posters for Edenbridge Train Station
- In the process of playground signage
- Created a signage audit
- Cemetery signage and dog fouling
- Welcome to Edenbridge 130 year sign
- Planters at Stangrove Park and the tree

9

Draft Local Plan

Since the last meeting of the Council (July), there has been not further updates. The below timetable from SDC is what we are still expecting:

- Reg 18(C) consultation this autumn. Already been Reg 18 twice before, but none of those previous options met the new targets.
- Reg 19, summer 2026.
- Submission for examination end of 2026 to meet the December 2026 deadline.

We continue to keep in contact with our planning consultant. We had a meeting in July to discuss e proposed updates to the Town Strategy (EN1) and infrastructure needs to support the potential proposed development in the emerging Local Plan. Feedback has been submitted to SDC. We also discussed the Four Elms Road site with the new secondary school, which is waiting for decision from SDC Planning - this will go before the Development Management Committee on 25 September.

Do members have any comments?

10

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

10.1

Events update: Chairman's Reception 16 July; VJ Day 15 August; Edenbridge Gardens in Bloom

Chairman's Reception 16 July: This year's theme was celebrating the work of local organisations, the power of partnerships, and the Council's 130th anniversary. We invited representatives from 40 local organisations, with over 60 people joining councillors to celebrate the work that so many of the local groups and volunteers do for the benefit of everyone living in Edenbridge. The event was well received, with several notes of thanks and appreciation for gesture of being recognised.

VJ Day 15 August: To mark the 80th anniversary of VJ Day (Victory over Japan) and commemorate the end of World War Two, a flag raising ceremony took place. The Royal British Legion attended with the Standard, the Town Band provided a bugle player for the Last Post and Reveille, and Cllr Aldridge gave a reading.

Edenbridge Gardens in Bloom: This year's event had six categories, but with less than 20 entries. The decision was taken in discussion with the Chair of the Council, not to hold a

presentation evening this year (noting not all those who entered) where available to attend. Judging has taken place and certificates and prizes are being sent out in the post. The winners will be announced on the website.

10.2 **Land outside Old Police Station: To note the completion of the Transfer of part of registered title and Deed of Covenant to the Town Council**

Findley Design and Developments who have converted the Old Police station, has gifted a section of land at the front of the site on the High Street and where the Council's flagpole sits, to the Council. The land transfer completed on 14 July. The Council plans to create a community area. Last year £5,000 was moved to earmarked reserves (EMR) towards this project which will be overseen by the Open Spaces Committee.

Do members have any questions?

<https://www.edenbridgetowncouncil.gov.uk/council-secures-land-at-school-entrance-for-new-community-garden/>

10.3 **Church House damp works interventions: to confirm the contractor to carryout the works to the wall where the shop room is**

Council has already approved (December 2024) the expenditure of £5,885 for Church House to address the damp issues in the Museum's main room/shop as detailed in the survey report November 2024. It was agreed to address the issues the preventative damp recommendations, and other recommendations for future proofing to include in the maintenance plans.

Works to be quoted:

- Application of Watertite to the damp affected internal walls of the Museum. Two coats to be applied after preparation and repair of the internal walls with lime filler etc.
- Repointing of the external brickwork on the front elevation.
- Application of Storm dry masonry cream on the exterior front elevation.

We have tried to obtain quotes and are still awaiting prices. One contractor is visiting mid September and two others are yet to finalise their reports and quotes.

Council is asked to allow the Buildings Manager and Open Spaces Officer delegated authority to confirm the appointment of a contractor so we can proceed with the above works.

10.4 **Food Bank: To reconsider and ratify approval for a small shed to be sited at the rear of Doggetts Barn**

July Council received a request from the Foodbank to consider permission to erect a temporary small garden shed in the space next to the current foodbank storage shed. This was its other because its current secondary storage, which is in a container housed at St Laurence's Church, has become no longer viable and they are now looking for a suitable location for a smaller second shed to be used as an overflow of donated items which happens at times such as Easter, Harvest, and Christmas. Ideally this would be sited next to the larger shed (behind Doggetts Barn), would be a temporary structure of approximately 4 metres by 3 metres, and 2 metres high. They also request if permission would be given to extend a cable from the existing shed to allow for lighting (if not they would look into other lighting options). The Food Bank would pay all costs. The Town Clerk has since spoken to the electrician who installed the lighting in the larger shed, and he has said this could be done with hard wired or on an extension lead.

Members are asked to confirm support for siting a small shed at the rear of Doggetts Barn.

[Annex 3: Garden shed foodbank.pdf](#)

- 10.5 **To ratify the additional hours for the Communications Officer to complete the new website ready for early autumn**
The Communications worked an additional 15 hours in August (which have been paid). I would suspect in order to have the site ready for end of September there will be another two to four full days (30 hours). Budget initially approved £500 allowed for 30 hours.

Members are asked to ratify the initial budget of £500 plus another £150 to allow for potential additional day; total £650?

- 10.6 **To ratify the children's fun fair return to Stangrove Park – 8 August two weeks**
Do members ratify the children's fun fair return to Stangrove Park that took place 8 August two weeks?

- 10.7 **To ratify selling a postcard (provided by a local artist free of charge) with all the proceeds to the Museum**
Members are asked ratify selling a postcard (provided by a local artist free of charge) with all the proceeds to the Museum?

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

- 11.1 **GDPR and Privacy Policy audit: To ratify the expenditure of £595 to Breakthrough Communications for 12 month access to the Local Council Data Protection Compliance Toolkit**

Last month I attended a webinar which covered how to achieve and maintain data protection compliance, and what this means in the context of the new AGAR Assertion 10. It covered:

- New AGAR Assertion 10 requirements mean parish and town councils will need to demonstrate compliance with the Data Protection Act and the UK GDPR with the Annual Governance and Accountability Return.
- Six stages councils should take to achieve compliance with confidence and without stress or headaches
- Why data protection compliance for parish and town councils is about much more than having policies on file

Breakthrough Communications is NALC's partner for data protection and therefor is knowledgeable of effective polices and practices that need to be in place. Having attended the webinar, there was an opportunity for the first 15 councils to sign up to the 12 month toolkit to receive a £100 saving, but more importantly to be able to follow an already established audit procedure and access to templates suitable for councils. Whilst I am confident that have good GDPR procedures and a privacy statement, this statement should be reviewed annually, the new council website requires policies and with the introduction of the likes of AI applications, it would be good practice and timely for Council to review its policies and procedures. I signed up for access to the toolkit to aid with an audit of our procedures and create current policies.

Do Members have an questions? Members are asked to ratify the expenditure of £595 to Breakthrough Communications for a 12 month access to the Local Council Data Protection Compliance Toolkit.

- 11.2 **Fire Risk Assessments for Council buildings: To approve the expenditure for two yearly external Fire RAs and the expenditure of £1,698 plus VAT for seven Council buildings**
At the Worknest health and safety audit visit last year, Council was advised that the external fire risk assessments for its buildings now needed to be done every two years, and not five-

yearly. They were last done February 2023.

Quote:

Renewal of five sites £999 plus VAT:

1. Rickards Hall
2. Doggetts barn
3. Church House (Museum)
4. Depot
5. Tractor depot

Additional sites advised for Fire Risk Assessments:

1. Pavilion - £299 plus VAT
2. Public Toilets, store room and mess - £400 plus VAT

A reminder that the Regulatory Reform (Fire Safety) Order 2005 and Building Safety Act 2022, places a duty on all those with legal responsibility for safety within a building, and to hold written records of the assessment and to have a competent person to carry out the assessments.

Do members confirm the expenditure of £1,698 plus for seven council sites to have full Fire Risk Assessments. (This would be unbudgeted expenditure.)

11.3

Intruder and Fire Security Alarm System Upgrade for Doggetts and Church House (Rickards Hall): To note the phasing out of BT analogue phone network and to approve the expenditure of £478.18 plus VAT to upgrade to a mobile network-based monitoring

BT Openreach is phasing out the Public Switched Telephone Network (PSTN), with a complete switch-off scheduled for January 2027. Once this change takes effect, the existing alarm monitoring system for Church House, Doggetts Barn and Rickards Hall will be impacted. Without an appropriate solution in place, the system will either:

- Stop working entirely, or
- Operate with only a single signalling path, reducing reliability and potentially affecting our insurance compliance.

Besure has proposed to ensure continued reliability, a mobile network-based monitoring solution. To supply and install a GradeShift Pro 2 DP2 – Radio/Radio unit including 2 extension aerials would be £478.18 + VAT per system (only one is required as both sites share the same mobile network). The Depot is already on this.

Do Members confirm the expenditure of £478.18 to transfer over to a mobile network-based monitoring solution, from the BT Openreach Public Switched Telephone Network PSTN?

11.4

Commercial Waste Collections: To note SDC is ending its commercial waste collections effective 30 September; and to confirm a new commercial waste contractor

In June Sevenoaks District Council (SDC) issued a formal letter confirming that their Commercial Waste Collection service will cease operations effective 30 September 2025, with a three-month notice period. (SDC Cabinet 12 June, item 12.)

Office and Rickards Hall Waste:

One general waste bin, with paper waste collected via waste paper bags purchased from SDC at £1.52 each. Based of a four-weekly cycle, current costs:

- General waste bin - £57
- Paper recycling bags - £3.04 (max)

Market Waste:

The cost of market cardboard recycling waste bins are currently paid for by the Council, with reimbursement from the a market trader who generates significant waste.

In addition, from 2027, food waste bins are being introduced to commercial businesses which will be a further cost.

Attached is a summary of four quotes from waste services contractors. One charges for an annual Duty of Care Waste Transfer Note, the others provide free of charge. SDC charged £152 for Council, and £192.30 for MYCP bins. Overall, regardless of which new contractor is appointed, from the new costs provided, Council should be making some savings, estimated minimum saving £221.

Do Members have any questions? Which contractor do they want to appoint, A, B, C or D?

 Annex 4: Bin Quote 2025.pdf

11.5

Windows 10 End of Support – Council Device Replacement Plan: To approve the expenditure of £2,258.25 for three Dell replace desktop devices; and to confirm a replacement plan for seven laptops and three desktop PCs in budget 2026-27

In July, the Council's IT company got in touch re Windows 10 end of support. Microsoft has confirmed that Windows 10 will officially reach end of support on 14th October 2025. After this date, devices running Windows 10 will no longer receive security updates, leaving them vulnerable to cyber threats and potentially causing issues with software compatibility and compliance.

Council has seven office desktop computers; and seven laptops.

Following a recent review of our current devices by PS Tech, Council has:

- Three desktop computers identified as incompatible with Windows 11 and therefore must be replaced immediately to maintain business continuity and compliance. Cost £2,258.25 plus VAT (and includes DELL pro support (£222,33) and set up).
- Eleven are suitable for Windows 11 upgrade (7 laptops, 4 office) - cost included in PS Tech service contract.

However, 10 of the 11 no longer have hardware support from Dell. For this reason, if there are any hardware issues then Dell would charge to fix, or you would need to look at upgrading. They will, as mentioned, run Windows 11 but it would be an idea to phase an upgrade over the next 18 months or so.

Next Steps

- Proceed with the urgent replacement of the three incompatible desktops.
- Develop a phased replacement plan for the other 11 devices approaching end-of-life over the next 18 months and to ensure all systems remain compliant, secure, and fully supported. Estimated cost £800-900 per laptop (£6,300) plus £600 per desktop (£1,800).

Members are asked:

1. **To confirm the expenditure of £2,258.25 plus VAT for the replacement of three office desktop computers.**
2. **To confirm to include a budget for 2026-27 to replace the older devices approx £8,100, noting there is already some funding in the equipment reserves.**

11.6 **Depot shutter: To approve the expenditure for new replacement motor for the shutter, £1,914.30 plus VAT**

In March 2022 the depot had a break-in which resulted in damage to the shutter door and the mess area door. The latter was replaced, but the engineer was able to make a fix to the shutter and that seems to be okay still. However, the motor is faulty and following a recent service the engineer has recommended the motor be replaced - its old and suffering wear and tear. Quote to: Remove and dispose of existing motor, supply and fit replacement motor, and fit safety safety brake, replace damage deadlocks and re-align curtain - £1,914.30 plus VAT.

In 2023-24 £5,700 was moved to buildings earmarked reserves for Depot maintenance and shutter door. Budget 2026-27 buildings maintenance budget is already considering costs for the potential shutter door replacement.

Members are asked to confirm the replacement motor to the Depot shutter door and the expenditure of £1,914.30, from buildings reserves budget?

11.7 **Games Club: to receive a request to consider changing the age eligibility**

Following a request arising from councillor surgeries, members are asked to consider the age eligibility for the Games Club, now that it no longer comes under the umbrella of Involve Kent criteria.

The Games Club was originally established through Involve Kent funding to help reintegrate people into the community following the pandemic, particularly older and vulnerable residents. Over the past three years, the club has grown from around six attendees to approximately 20 regular participants each week.

Current Situation:

- The age criteria has been maintained at 55 years and above.
- Feedback from volunteers running the club (on behalf of the Council), and from officers engaging with attendees, suggests this remains appropriate.
- The group has developed a strong sense of community: members share experiences, support one another, and form friendships. Some socialise outside the club, and one former resident who has moved into care values being able to attend and chat with others of similar age.
- Volunteers have expressed concern that opening the club to younger participants could significantly alter the dynamic, to the detriment of the current group.

Decision Required: Members are asked to consider whether to:

- Retain the current age criteria of 55+, or
- Amend the age criteria to broaden eligibility.

Recommendation: That the Council retain the current age eligibility of 55 years and above for the Games Club, in recognition of the group's origins, its established membership base, and the feedback received from volunteers and attendees.

Do members support the recommendation?

11.8 **Nomads Football Club**

11.8.1 **Annual Lease meeting feedback**

Last month the Town Clerk and Open Spaces officer met with two of Nomads committee members. it was a productive meeting. Updates included:

- Committee structure has change so now have two main contacts.
- Football activity has increased: 2 x junior teams (under 7s and 8s); 1 x men's seniors starting up again this season.
- Football Pavilion works: Have removed the canopy from the rear which was put up during the pandemic; the Hatch Room has been redecorated and new kitchen area fitted; plans for new drainage.
- Looking at installing CCTV.
- Requested additional dog fouling signage.
- New container funding to replace garage (as approved by Open Spaces Committee in June).
- Would like to request the third pitch be reinstated as a half pitch size for junior football (this will be presented to Open Spaces Committee to consider).
- Request Council reinstate its signage for Mowshurst and Nomads (has been removed/taken).
- Parking issues with growth of football and request council to consider expanding the parking area (OSC and possible CIL funding).

Some of the above will be present to the Open Spaces Committee. Council are asked to confirm 11.8.2 and 11.8.3.

Do members have any questions?

11.8.2 **Request for approval to install an underground drain from the Hatch Room with the pipe leading into the main drain**

The Club have made improvements to its Hatch Room including upgrading the kitchen units. They would like to have a sink with a soak away that leads to the existing drain. Pipework would run down the wall, then underground to the main drain. Cost covered by the Club as owners of the Pavilion.

Do members approve the addition of a sink in the Hatch Room with a new water waste pipe?

- ☒ Confidential Annex 5 (omitted from public documents):
- ☒ Confidential Annex 6 (omitted from public documents):

11.8.3 **To reconfirm Nomads supporting youth football with Chipstead using its pitches junior football**

Council has previous supported Nomads hiring its pitches to Chipstead Football Club, mainly for its youth teams.

Members are asked to confirm the continuation of this arrangement, hiring its pitches to Chipstead Football Club.

11.9 **First Aid at Work Training: To approve the expenditure in the training budget 2026-27 of £1,650 for up to 12 learners**

Next year the First Aid at Work training will need renewing. Some will require two days refresher, and a couple require the full three days. However, the three days would be beneficial to all as training was last July 2023. The quote from the same company as previous is £1,650 which remains market competitive and they were very good.

Do members approved the First Aid at Work, 3-days training for up to 12 learners, expenditure of £1,650 for 2025-26 budget?

11.10 **To consider the Council hosting a Macmillan Coffee Morning on Friday 26 September**
Macmillan Coffee Morning happens annually on the last Friday of September and is based on

the simple premise that guests gather over coffee and donate the cost of their drink to Macmillan.

There are nearly 3.5 million people living with cancer in the UK and donations help Macmillan provide them with a number of useful services, including one-on-one nursing and emotional care, and tailored financial advice. The event also aims to foster community, support, and solidarity at a time when people need it most.

Rickards Hall would be an ideal location. The event would be run by councillors, with all proceeds from the event going to Macmillan Cancer Trust.

How do Members want to proceed?

11.11 **Council and Committee meetings: To consider the frequency of meetings and potential additional committees**

An item requested by the Chair for discussion.

12 **Devolution and local government reorganisation**

No updates received.

Town Council is going to list local assets on the Community Assets Register.

13 **Consultations**

13.1 **Kent Fire and Rescue Service (KFRS): How KFRS supports and protects rural communities - closes 01 October 2025**

KFRS is seeking views on its forward plans to protect rural residents and businesses from the risk of fire or other emergencies.

<https://www.kent.fire-uk.org/news/have-your-say-how-kfrs-supports-and-protects-rural-communities>

In view of the confidential nature of Agenda Item 14 to be discussed, the Chairwoman 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.

14 **[CONFIDENTIAL] Civic Medallions**

Confidential item omitted from public papers.

15 **Date of next meeting - 27 October 2025**