

**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 27 October 2025 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
21 October 2025

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

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## Agenda

*In view of the confidential nature of Agenda 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 8 September 2025 (pages 2023-105/1-11).**

 Full Council | 08 September 2025 v.1 - Minutes (Pages 2023-105/1-11)


## 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 and Transport Meetings held on 22 September 2025 (pages 2023-107/1-3) and 13 October 2025 (pages 2023-109/1-3).**

 Planning and Transport | 22 September 2025 v.1 - Minutes (Pages 2023-107/1-3)

 Planning and Transport | 13 October 2025 v.1 - Minutes (Pages 2023-109/1-3)

### 6.2 **To receive and adopt the minutes of the Open Spaces Meeting held on 15 September 2025 (pages 2023-106/1-12).**

 Open Spaces | 15 September 2025 v.1 - Minutes (Pages 2023-106/1-12)

### 6.3 **To receive and adopt the minutes of the Forward Planning Meeting held on 29 September 2025 (pages 2023-108/1-5).**

## 7 **To receive recommendations from Committees**

### 7.1 **Forward Planning Steering Group meeting 29 September**

7.1.1 **To ratify a budget of £1,200 for leaflets and distribution to ensure residents know about the Regulation 18 Local Plan and drop-in sessions to view the Plan**  
Members are asked to ratify the expenditure of 1,200 for leaflets and distribution to ensure residents know about the Regulation 18 Local Plan and drop-in sessions to see the Plan (actual spend was £918 printing and distribution).

7.1.2 **To receive summary of recommendations to the Finance Committee**  
The following recommendations to be made to the Finance Committee for budgets 2026-27:

- Buildings Earmarked Reserves (EMR) - to replenish some of the spend in 2025-26 to ensure a building reserves brought up to £100,000.
- Equipment, tools, & vehicles reserves - to increase IT equipment replacements budget adding £8,100 (as reported to Council September 2025); and £4,000 and future replacement vehicles.
- New EMR for reorganisation and community assets £5,000.
- Strategic Plan Projects EMR (created 2025) - to add £10,000 to the EMR to help enable delivery of future projects.
- New Local Plan budget - £1,500 to fund consultation events and Examination Hearing representation.
- Local Plan representation - to set a budget of £10,000 for 2026-27 for professional fees to support representation at the Examination Hearing.
- Neighbourhood Plan/Local Plan EMR for professional reports - £5,000 to support a Spatial Settlement Plan - once Local Plan sites are identified, to guide infrastructure planning.
- Neighbourhood Plan EMR - to maintain the current level of £15,000 and to explore CIL funding through SDC and Town council CIL funds.

**Do members support and confirm the recommendations?**

7.1.3 **To create a new Earmarked Reserve (EMR) to meet legal and professional costs associated potential future Community Asset Transfer**  
**To confirm the recommendation to Finance Committee to create new Earmarked Reserve (EMR) to meet legal and professional costs associated with any future Community Asset Transfer business plans and to budget £5,000 towards this fund.** (If eventually, it was not needed, it would be released back to the General Fund .)

7.1.4 **To recommend to full Council to bring the Neighbourhood Plan further up the agenda of projects, to explore the viability of a NHP and review the 2018 Plan. However, it was agreed to wait until after the Local Plan Regulation 18 consultation before nominating councillors to a new Working Group (initially just Council members at this first phase).**  
**Do Members support the FPSG proposal to bring the Neighbourhood Plan further up the agenda of projects, to explore the viability of a NHP and review the 2018 Plan. To wait until after the Local Plan Regulation 18 consultation before nominating councillors to a new Working Group (initially just Council members at this first phase).**

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

8.1

### **Town Clerk's report**

Byelaws update: Still awaiting feedback from the Ministry of Housing, Communities and Local Government (MHCLG) are currently reviewing the amendments informally.

**Car parking issues in Council car parks and Audit:** A further audit tool place in September, but is likely needed to be repeated due to inconsistencies with submitting data.

**Council Grants and CIL bids:** The deadline for grants and CIL bids was 20 October. They will be present to the committees on 1 December.

**Council Budgets:** This is now the time we are preparing the draft budgets reviewing staffing, open spaces and other council expenditure.

**Council CIL Bids:** We have submitted CIL Bids: Bandstand, Street light Church Street, Marsh Green playground. The replacement VAS sign for Mill Hill has been stalled by Highways requesting further investigations and evidence of the need.

**GDPR and Privacy Policy audit and compliance:** Work has started on this, but will take a while aiming to completed January/March 2026.

**Great Stone Bridge Trust:** Two applications requesting support towards the Community Warding; and the annual bulb planting and general planting in the town to enhance the flower displays, were successful in September. We are grateful to the GSBT for its continued support.

**Highways:** Last month I met with our KCC Highways Community Engagement Officer, and County Councillor Robert Mayall. We drove around the town viewing sites on the Highways Improvement Plan (HIP) and other areas in the town which have been the subject of potential highways issues and requests for highways safety interventions. It was a positive meeting, with feedback going in to the next HIP review meeting in February 2026. It is also hoped to be provided with some highways traffic data beforehand in particular to help with the review of the VAS at Mill Hill and crossing viability for Four Elms Road.

**Leases:** Forge Musical Theatre (formally known as Forge Singers) has met with the Town Clerk and Lease Group. Proposed amendments have been submitted to the Council's solicitor and we await feedback.

**Local Council Award Scheme:** Documents/evidence continues to be compiled ready to submit to NALCs council accreditation award scheme. This was delayed whilst awaiting the new website with current links.

**Pavilion update on works:** Intrinsic prepared the specification for the new heating and hot boilers (140 pages) and the project was published on the Contracts Finder website, 15 September to 27 October. After the first week there had been 32 contractors register an interest. Once the tenders were received, Intrinsic would complete the vetting process and comparison before presenting its recommendations for consideration.

**Market Archway at Market Yard car park access road:** The two bollards are on order (min. six weeks delivery form order), the archway was constructed, and now due to be powder coated and sprayed. Works were delayed but still hoping to complete within the next few weeks. The gazebos have proved a little more difficult to order due to considering branding and artwork.

**Planning App Gepto:** This new planning app was now in use and being trailed. So far it has

provided some information on planning application aiding the Planning Officer with knowledge and advice on recommendations.

**Service Level Agreements (SLA):** Following July meeting and resolutions, payment has been made to the Eden Valley Museum. HOUSE we had a meeting with this month, they have also provided a 6-monthly report (circulated to members). Cllrs Baker and Todd were satisfied to approve releasing the payment (upon receipt of an invoice from WKHA).

**New Website:** The new website was launched 29 September. Feedback has been very positive notably improved user experience.

**Walks Leaflet envelope:** artwork has been confirmed and order placed with the printer for the new envelopes,

**Commercial Waste Collections:** The new contractor appointed following September Council, has provided new bins and the transition has been straightforward for both council office and MYCP market bins.

## 8.2

### **Building Manger's report**

The following is update of activities and overview over the past 6-months.

- We (Town Clerk, Deputy Clerk, Open Spaces Officer, and myself) have spent some time over the past months updating the 1 & 10 year maintenance plans and are now beginning to work through the scheduled works for this year and beyond. The plans will continue to be reviewed and adjusted on a regular basis.
- I have been continuing to carry out regular health and safety monitoring across all the councils buildings. This includes weekly fire alarm and emergency lighting testing. Monthly and quarterly building inspections and legionella testing. Annual PAT testing and risk assessment and COSHH Reviews. A new motor has been fitted on the roller shutter at the depot. The old motor had reached the end of its life span.
- Independent fire risk assessments have been carried out on seven of the Council's buildings: Doggetts Barn, Rickards Hall, Church House, Cemetery Depot, Tractor store, Recreation Ground Pavilion, Public Toilets. We now await his report and recommendations to improve our fire safety.
- All of the Council's buildings / sites were risk assessed as part of a legionella inspection earlier in the year. I am now working through a lists of advisories and recommendations. We are currently seeking advice and quotations on the reviews advisories in the hope of improving the councils legionella compliance.
- The grounds team have undertaken some remedial works on the Council's buildings following last years surveyors reports. This has included clearing out and resealing the gutters at the recreation ground and the depot.
- We have now had the specification for the installation of a new hot water and heating system at the Pavilion (which has gone out to public tender). Over the week of the 13th-17th October tenders were invited to view the Pavilion, which I and Open Spaces Officer, attended the site visits to be on hand for questions so they were provided with an accurate quotation. We now await said quotes before we select an appropriate agent to carry out the works. The tender process is being managed by Intrinsic and Town Clerk, with recommendations being presented to Coucil.
- Our annual emergency lighting testing was carried out in mid-October. Two lights were deemed to be defective and plans have been put in place to replace these lights asap.
- Having received 2 separate reports regarding the damp in Church House we are now seeking recommendations and quotations from approved contractors to carry out works to aid in the drying out of the building. Although due to the buildings age and build spec it will likely not be possible to completely resolve the issue, all contractors approached so far seem confident that we can vastly improve this damp issue. This will mainly involve repointing to the front elevation of the building and possibly

installing a drain or open gully to allow air flow and divert water.

- Now that we have taken ownership of the piece of land that used to be in front of the old police station we have been getting quotations to carry out works to improve the site. Works would include remedial brickwork for safety and aesthetic purposes as well as some land sculpting and tree works. This will then allow the grounds team to undertake some replanting and making good in the spring to make this area a real community asset. (Overseen by Open Spaces Committee).
- I have been acquiring quotes and recommendations after noticing a substantial crack that has appeared in the wall in cemetery. It's likely a section of the wall will need to be taken down and possible new footings poured before its rebuilt. It would appear that a nearby tree has caused the issue with its roots compromising the walls stability. If possible we will aim to save the tree.

9

### **Draft Local Plan**

SDC Local Plan sets out what can be built and where over the next 15 years taking the Plan to 2042. Sevenoaks District Council (SDC) Cabinet meeting 9 October confirmed the the Regulation 18 (3) consultation would include would run for seven weeks from 23 October to 11 December 2025.

The emerging Plan set out the proposals for development sites across Edenbridge and the district, as well as infrastructure and development policies. For Edenbridge there is a total of 2,131 new dwellings proposed. Including sites that already have planning permission (at 1 April 2025) and windfall sites the actual total allocation in the Plan is 2,801.

The Government has directed SDC to provide a housing supply across the district of 1,145 homes per year or 17,175 over 15-years. This is more than the 250 homes which have been delivered each year over the past 10 years. SDC is challenged to meet this new figure, and following a new call for sites, has included some new sites to that of the 2023 Regulation 18 (2).

The Town Council, as a statutory consultee, and will be responding to the site allocation proposals and polices in the Plan once it has considered details and with the help of its planning consultant. Following this consultation, SDC hoped to proceed to the Regulation 19 consultation summer 2026, with submission for examination by the end of 2026 to meet the December 2026 deadline. If this deadline was not met, Sevenoaks District would enter the new unitary authority without an adopted Local Plan.

It is important that the towns views are represented through the consultation, whether this be to oppose, support, or make recommendations to policies. The Town Council is keen to ensure residents are aware of the consultation and will be hosting several drop-in sessions for residents to find out more about the Plan, to talk to councillors and to help residents make their own informed representations. The consultation and drop-in sessions will be promoted via door-to-door leaflet drop, social media and noticeboards. The drop-in sessions will be:

- Thursday 6 November 10am to midday, Leisure Centre
- Friday 21 November 4pm to 8pm, Rickards Hall
- Thursday 27 November 10am to 1pm, Rickards Hall
- Wednesday 3 December 10am to 1pm, Rickards Hall 6pm to 8pm, Rickards Hall

SDC has its own consultation event on 10 November, at the WI which is by booking only - this is now full.

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

10

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

10.1 **Finance Committee: To receive the Consolidate Balance Sheet and Income and Expenditure reports for the second quarter (6-monthly review)**

The Finance Committee for October had to be cancelled due to staffing. The reports for 6-monthly review are attached. There are no anomalies. The usual full finance pack including a budget comparisons report will be present to the next Finance Committee meeting, 17 November. However, if any members would like to view, copies can be provided.

**Do Members have any questions?**

📎 Annex 1: Consolidated Balance sheet to the end of the Sept.pdf

📎 Annex 2: I & E to end of Sept.pdf

10.2 **AGAR: To receive the external auditors completion of the audit for the year ended 31 March 2025**

To note: Following submission the completed Annual Governance and Accountability Return (AGAR) to the external auditor, Mazars, (and as published in The Notice of appointment of date for the exercise of public rights was published announcement date 6 June to 18 July), I am delighted to confirm the external auditor has confirmed a **clean audit with no issues**. The Notice of conclusion of the audit Annual Return for the year ended 31st March 2025 was published 29 September.

However, there was some discussion during the audit regarding wet signatures left unredacted. After much investigation on their behalf, they confirmed "After discussing the issue with other external auditors and the National Audit Office (NAO) too, we have updated our view regarding the requirement for the AGAR to be added to the website with signatures not redacted. Following these discussions, we have determined that we will only raise reporting issues where the authority have placed an AGAR on their website with signatures redacted and have not provided an unredacted version to external audit. Where the authority has provided a copy of the AGAR with the signatures unredacted to external audit, we will accept this and will not be raising any reporting issues on the AGAR for this matter. We can confirm that there will not be an expectation for the Council to change their approach to this going forward (unless subsequent legislation mandates a change) so authorities can continue to place a redacted version online and provide the external auditor with an unredacted version".

The completion letter also made comments for some minor scope for improvement in 2025/2026 regarding the 30-days publication period, fixed assets detailed list to be provided with the audit papers to Mazars, and using use the standard proforma provided in their guidance or in the Practitioner's Guide when preparing the bank reconciliation for end-of-year AGAR reporting. This will be presented to the internal auditor.

**Do members have any comments?**

🔗 [https://www.edenbridgetowncouncil.gov.uk/document\\_category/agar-2024-25/](https://www.edenbridgetowncouncil.gov.uk/document_category/agar-2024-25/)

10.3 **To ratify the appointment of Lin Larmer as Community Warden (six month contract)**

Council July meeting confirmed to advertise for a temporary person on a 6-month fixed contract 11 hours per week, subject to the return date of the Community Warden and for the Town Clerk to oversee if to proceed. Following an advertisement in September, Cllr Layland and the Town Clerk carried out the interviews and appointed Lin Larmer.

**Members are asked to ratify the appointment of Lin Larmer as Community Warden (six month contract).**

10.4 **Remembrance Sunday - 9 November**

The organising group met recently to confirm the details for the parade and service, which would follow a similar format to 2024 event. Marshals from Scouts, NEDRA, ECCA and

Council staff would marshal the road closure - this was usually managed by the Bonfire Society but this year clashes with its event.

SDC had confirmed the road closure: 10:15am to 10.55am and 11.10am to 12.00 noon - Church Street (High Street end), High Street between Church Street and Hever Road), and Mill Hill between Hever Road and the Hospital.

### **ORDER OF EVENT**

- **10.15 am** - meet in Leathermarket car park, and lining up
- Parade Marshal – Scouts nominated person
- Parade order – Led by the Manor Car Home mini bus, Flag Bearers – Standard (RBL unlikely to march), Union Jack carried by Scouts representative, SDC Vice-Chair, Town Councillors, Services – official representatives – RBL, Police, Girl Guides, Brownies, Ex services personnel, Schools, public, Scouts, Scouts mini bus
- **10.30 am** – to be ready to leave car park instructed by PARADE MARSHAL
- Minibuses – Manor Care Home park rear of hospital (guided by hospital security). Scouts to park in layby/bus stop ready to lead the return march.
- **10.45 am** – arrive at War Memorial Hospital, and gather around Memorial.

The RBL will already be on site at the Memorial with the Standard Bearer.

- **10.50am** – Announcement for wreath layers to come to the front – Alan Smart. Followed by introduction to event with a brief info re town & war.
- **10.50/55 am** – Church (Hilary Morgan) to open with prayers and Exhortation recited.
- **10.58 am** - Last post sounded (recording played via scouts PA).
- **11.00 am - Two minute Silence is observed**
- **11.02 am** - Reveille is sounded (recorded). Followed by the Wreath Laying – RBL to call out the order.
- Blessing and God Save the King (first verse only)
- Epitaph recited by Church (Hilary).
- Disperse ready to march back.
- **11.15 am** - Assemble behind the minibus to march back to the Leathermarket car park. Parade to commence on Parade Marshal to dismiss upon return to car park.

The Church will hold its annual afternoon remembrance service attended by the Town Band, at 2.30pm.

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

10.5

#### **Legionella Risk Assessments update**

December 2024 Council approved seven Legionella risk assessments for its sites. These took place in March and subsequently received full reports. There were several remedial issues and recommendations which the Buildings Officer has been working through, including a recommendation for the Pavilion's water tanks which has been presented to Council May and July. Across all reports and recommendations for management control include:

- Keep risk assessments for at least 2 years
- Create a written scheme of control
- Need for Legionella Management Policy

One significant finding was with the Pavilion water tanks. Solutions were in the process of being investigate and we await the feasibility study and option appraisal which was approved by Council at its July meeting. Once we have the recommendations this will be presented back to Council to consider its options.

- 10.5.1 **To approve the Legionella Management Policy**  
**Do members approve and adopt the attached draft Legionella Management Policy?**  
🔒 Confidential Annex 3 (omitted from public documents):
- 10.5.2 **To approve the Legionella Written Scheme of Controls**  
**Do members conform and adopt the draft Legionella Written Scheme of Controls?**  
🔒 Confidential Annex 4 (omitted from public documents):
- 10.6 **Review and reconfirm the Council's Civility & Respect pledge**  
In support of the National Association for Local Councils (NALC) and Society for Local Council Clerks' work to ensure the wellbeing of all councillors, officers and staff in their duties, Edenbridge Town Council signed up to its Civility & Respect Pledge in December 2022.
- Members are asked to reconfirm this to ensure it remains current and continued awareness.**  
[🔗 https://www.edenbridgetowncouncil.gov.uk/your-council/about-the-council/](https://www.edenbridgetowncouncil.gov.uk/your-council/about-the-council/)
- 10.7 **To consider establishing a new committee to oversee the Council's buildings and management, and lease arrangements; and approve new committee Terms of Reference**  
Following September's Council meeting, when it considered and reviewed the frequency of meetings, it was agreed to create a new committee specifically for Buildings and Leases and for the Town Clerk to bring back to Council to consider its terms of reference, including committee membership, delegated powers, frequency, and meeting times of meetings. Attached is a proposed draft for a new Buildings & Leases Committee.
- 10.7.1 **To confirm a new Buildings & Lease Committee**  
**Do Members confirm to establish a new Buildings & Lease Committee?**
- 10.7.2 **To confirm new Terms of Reference for Buildings & Lease Committee**  
**Do members confirm the draft Terms of Reference, and with membership of 10 councillors?**  
🔒 Confidential Annex 5 (omitted from public documents):
- 10.7.3 **To appoint members to the new Buildings & Lease Committee.**  
Councillors are asked to stand for the new committee (and specifically with an interest and knowledge for buildings and leases) noting under the terms of reference the proposal is for the council term (without annual reappointment at each annual meeting of the Town Council). **To appoint committee members.**
- 10.8 **Council meeting papers App/Software: To confirm a five-year commitment to the new software used for creating meeting papers and minutes, councillor platform and integrated public pages; and to confirm a budget for licence fees of £1,000 (similar to other packages)**  
In March 2023, the Council resolved to work with Councillor Aldridge to develop a bespoke Council Meeting Papers application to create and manage Council and Committee agendas, papers, and minutes.
- This project has now evolved into a comprehensive three-tier software system comprising:
1. Officers' Meeting Papers Module

2. Councillors' Portal
3. Public Pages Integrated into the Council Website

The system is now fully integrated into Council operations, ensuring consistency across all published materials. It has improved the presentation, accessibility, and navigation of agendas, papers, and minutes for both councillors and the public. Additionally, it has streamlined the process for officers, saving time when preparing documents.

### **Compliance and Data Protection**

The system meets all relevant GDPR and Data Protection requirements, significantly enhancing security and governance procedures. Key measures include:

- Encryption of files both at rest and in transit.
- All systems are protected by firewalls and hosted on encrypted storage.
- All external communications (public and councillor) are conducted via secure HTTPS connections.
- Substantial reduction in paper copies — councillors now access meeting papers primarily through the App.
- Data storage located within the UK, compliant with government cloud storage standards.

As part of ongoing compliance, the next phase involves finalising a Data Processing Agreement (DPA) to formally underpin data protection arrangements.

### **Financial and Contractual Considerations**

The Council has been involved throughout the development phase and, to date, has incurred no licence or software design costs. However, to ensure professional continuity, impartiality, and transparency, it is necessary to formalise this arrangement under a paid agreement.

For comparison, the Council already pays annual licence fees to other software providers. For example, the Finance package currently operates under a five-year agreement at £897 per annum, plus additional modules.

The proposed Council Papers Software Agreement would follow a similar structure — a five-year commitment — with estimated costs as follows:

- **2026–27:** Provision for running costs (cloud storage, etc.) – £300
- **2027–28:** Provision for full licence and operational fees – *estimated £1,000 per annum*

A detailed proposal, including the final fee structure, will be presented to Council next year.

### **Recommendations**

Members are asked to consider and resolve:

1. To **formalise the agreement** for the Council Papers Software under a five-year commitment.
2. To **budget for annual cloud storage and software licence fees**, with an estimated cost of £300, increasing to £1,000 per annum from 2027–28 onwards.

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

### 11.1 **To consider and approve use of the Council's TN8 events licence to:**

The Town Council hold the events licence for Edenbridge, annual cost to Council £1,070. Council can permit local groups to use this licence for its events, should it be satisfied that there is a community benefit, and that the group takes the appropriate proper measures for

organising and mitigating risks. The licence does not include the sale of alcohol.

11.1.1 **The Bonfire Society annual event and parade - Saturday 8 November**  
**Do Members confirm Council's TN8 events licence for the Bonfire Society annual event and parade?**

11.1.2 **Edenbridge Community Christmas Association (ECCA) - Saturday 29 November**  
**Do Members confirm its TN8 events licence for the Edenbridge Community Christmas Association (ECCA)?**


11.2 **CiLCA qualification: to approve registering Dan Strugnell onto the CiLCA training and the expenditure of £400**

The Open spaces Officer has been with the Council for almost a year, and has completed the Introduction to Local Council Administration (ILCA). The next level is the CiLCA (Certificate in Local Council Administration) qualification. The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and community involvement. It is part of clerks professional development and enables councils to have legal powers under the General Power of Competence.

The next SLCC enrolment is February 2026. Costs £300 registration, £75 for the Introduction training and £30 for portfolio webinars.

**Do members support Dan Strugnell professional development with enrolment onto the CiLCA course and expenditure of £400?**

11.3 **To receive and approved Council and Committees Meeting schedule for 2026**  
**Do Members confirm the attached meetings schedule for council and committee meetings 2026?**

 Annex 6: Council meetings calendar.pdf

11.4 **To approve the office Christmas working arrangements**

Each year the office closes for the main Christmas week, with staff using the two statutory dates, and the option to use annual leave for other dates or to work. This is a good time for staff to use additional leave days. This year Christmas Day falls on a Thursday, Boxing Day Friday.

**Propose:** Office last day open to the public – Tuesday 23 December (closes 3.30 pm).  
Closed week 29 December (New Years day is Thursday). Return Monday 5 January.

**Do Members confirm the Christmas closure period 23 December reopening 5 January?**

12 **Devolution and local government reorganisation**

Nothing to report.

13 **Consultations**

13.1 **Kent Pension Fund Draft Funding Strategy Statement (FSS) - Formal Consultation-Deadline for responses 31 December 2025**

Every three years, and as part of the Fund's triennial valuation, Kent County Council as the

Administering Authority for the Kent Pension Fund prepares a revised draft Funding Strategy Statement (FSS), the latest being as at 31 March 2025. There must be a formal period of consultation allowing scheme employers and other interested parties to comment and feedback on the draft FSS.

<https://letstalk.kent.gov.uk/kent-pension-fund-funding-strategy-statement>

13.2 **Local Government Reorganisation in Kent - closing 26 October**

The Government has asked the councils in Kent to submit proposals to them for Local Government Reorganisation (LGR) and KCC want to gather the views of residents and stakeholders to help inform this.

<https://letstalk.kent.gov.uk/local-government-reorganisation>

13.3 **Local Plan consultation October to December 2025 - SDC - closing date 11 December**

[https://www.sevenoaks.gov.uk/info/20069128/emerging\\_local\\_plan/861/local\\_plan\\_consultation\\_october\\_to\\_december\\_2025](https://www.sevenoaks.gov.uk/info/20069128/emerging_local_plan/861/local_plan_consultation_october_to_december_2025)

13.4 **Edenbridge Local Walking and Cycling Infrastructure Plan (LCWIP) - Prioritising Routes - SDC - closing date 28 October**

Sevenoaks District Council has commissioned Waterman to provide a comprehensive Local Walking and Cycling Infrastructure Plan (LCWIP) for Edenbridge. This covers the Edenbridge built up area and connected countryside. The plan will identify a number of walking and cycling routes to encourage residents, commuters and visitors to move more sustainably around the area.

The Council's Planning Committee has already confirmed it would submit a response and also encourage councillors to make representations.

<https://engagement.sevenoaks.gov.uk/strategic-planning/edenbridgelcwip-prioritisingroutes/>

*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 - to receive nominations**  
*Confidential item omitted from public papers.*



## Consolidated Balance Sheet

31/03/25		30/09/25
£		£
<b>Long Term assets</b>		
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
0.00	<b>TOTAL LONG TERM ASSETS</b>	0.00
<b>Current assets</b>		
545,707.40	Investments	645,707.40
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
11,257.21	VAT Recoverable	8,868.43
4,494.32	Debtors	3,404.11
509.00	Payment in Advance	0.00
486,295.74	Cash in Hand & at Bank	1,040,678.29
1,048,263.67	<b>TOTAL CURRENT ASSETS</b>	1,698,658.23
1,048,263.67	<b>TOTAL ASSETS</b>	1,698,658.23
<b>Current liabilities</b>		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
13,123.02	Creditors	1,905.95
2,395.41	Receipts in Advance	0.00
15,518.43	<b>TOTAL CURRENT LIABILITIES</b>	1,905.95
1,032,745.24	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	1,696,752.28
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
0.00		0.00
1,032,745.24	<b>NET ASSETS</b>	1,696,752.28
<b>Represented by</b>		
329,101.93	General Fund	1,004,947.97
12,397.62	CIL Funds	10,272.62
4,296.00	Cemetery	4,296.00
19,636.49	Election	19,636.49
15,000.00	Neighbourhood Plan	15,000.00
13,700.00	Depreciation Equipment & Tools & Vehicles	13,700.00
102,523.00	10/30 Year Building Plan	102,523.00
293,107.27	10/30 Year Plan Open Spaces	290,747.27
3,771.00	Community Warden	3,771.00
37,322.00	Staff Reserves	37,322.00
158,807.12	Allocated CIL Funds	152,807.12

## Consolidated Balance Sheet

31/03/25		30/09/25
£		£
7,266.90	Grants FA	7,266.90
15,678.00	Project Carried Over	15,678.00
1,500.00	Tourism	1,500.00
3,000.00	Land/Asset Review	3,000.00
15,137.91	Council Grant / Community Commitments	13,783.91
500.00	Deposit Held for Rickards Hall	500.00
0.00	Liability Reserves e.g. deposits	0.00
1,032,745.24		1,696,752.28
703,643.31	Reserves total excluding general fund and liabilities	691,804.31
0.00	Reserves total of liabilities e.g. deposits	0.00
329,101.93	General fund total	1,004,947.97
1,032,745.24		1,696,752.28
	Notes:	
0.00	Long Term Borrowing	0.00

Signed \_\_\_\_\_  
 Chairman  
 Date \_\_\_\_\_

\_\_\_\_\_  
 Responsible Financial Officer  
 \_\_\_\_\_

## Income and Expenditure Account

31/03/25 £		30/09/25 £
	<b>INCOME</b>	
745,185.00	Precept	794,054.00
29,380.64	Other Income	13,789.51
16,015.76	Cemetery Income	11,625.38
21,327.79	Open Spaces Income	22,004.77
10,638.60	Market Income	4,606.94
27,799.81	Grants Income	10,500.00
6,560.00	Church House Income	4,102.36
12,166.23	Rickards Hall Income	7,828.46
9,501.50	Bag Sales	3,453.80
12,500.00	Community Warden Support Grants	8,000.00
94,916.78	CIL Receipts	228,201.94
985,992.11	<b>TOTAL INCOME</b>	1,108,167.16
	<b>EXPENDITURE</b>	
445,556.96	Salaries	250,349.58
11,092.88	Staff Other Costs	8,404.53
93,242.73	Other Expenditure	48,386.52
8,000.00	Grants	0.00
15,500.00	SLA's	6,500.00
107,450.21	Open Spaces Expenditure	49,265.84
30,364.90	Street Lighting	14,116.34
3,047.03	Market	2,000.31
60,429.29	Open Spaces 10/30 YR Maintenance Plan	18,458.00
8,719.68	Church House Expenditure	5,113.70
10,152.00	Rickards Hall Expenditure	5,565.76
6,590.35	Public Toilets	2,590.54
5,125.00	Garden Bags	3,200.00
20,116.37	10/30YR Maintenance Plan	10,500.00
81,805.59	CIL Awards	19,709.00
	Capital reduction long term borrowing	0.00
907,192.99	<b>TOTAL EXPENDITURE</b>	444,160.12
320,058.08	Balance as at 01/04/25	329,101.93
985,992.11	Add Total Income	1,108,167.16
1,306,050.19		1,437,269.09
907,192.99	Deduct Total Expenditure	444,160.12
0.00	Stock Adjustment	0.00
-69,755.27	Transfer to/ from reserves	11,839.00
329,101.93	Balance as at 30/09/25	1,004,947.97

**LIST OF DATES FOR COUNCIL, COMMITTEES & OTHER MEETINGS 2026 - (presented to Council 27 October 2025)**

Additional committee meetings may be called where there are additional operational needs. Buildings & Personnel may hold meetings during daytime office hours

Unless otherwise indicated, all meetings are open to the public, commence at 7.30pm and are held in **Rickards Hall**. (Personnel are called as needed)

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

Monday	05 January.		Monday	06 July.	<b>Council Meeting</b>
Monday	12 January.	<b>Council Meeting - confirm Precept</b>	Monday	13 July.	
Monday	19 January.	<b>Planning Committee</b>	Monday	20 July.	<b>Planning Committee</b>
Monday	26 January.	<b>Open Spaces Committee</b>	Monday	27 July.	<b>Finance (&amp; Governance) Committee - 1/4ly review</b>
					<i>Audit Review Group (private) Finance mbrs</i>
Monday	02 February.	<i>Emergency Planning Committee</i>	Monday	03 August.	
Monday	09 February.	<b>Planning Committee</b>	Monday	10 August.	
Monday	16 February.	<b>Finance (&amp; Governance) Committee - 3/4ly review</b>	Monday	17 August.	<b>Planning Committee</b>
Monday	23 February.	<b>CIL Board</b>	Monday	24 August.	
		<i>Personnel Committee (Feb/March)</i>	Monday	31 August.	<b>Bank Holiday - Summer</b>
Monday	02 March.	<b>Planning Committee</b>			<i>Interim Internal Auditor visit - Sept/Oct</i>
Monday	09 March.	<b>Council Meeting</b>	Monday	07 September.	<b>Council Meeting</b>
Monday	16 March.	<b>Finance Committee - end of year review</b>	Monday	14 September.	<b>Planning Committee</b>
Monday	23 March.	<b>Planning Committee</b>	Monday	21 September.	<b>Open Spaces Committee - review &amp; winter works</b>
Monday	30 March.	<b>Annual Town Meeting</b>	Monday	28 September.	<b>Forward Planning Steering Group</b>
					<i>Weekdayafternoon meeting date tbc</i>
Monday	06 April.	<b>Bank Holiday - Easter Monday</b>	Monday	05 October.	<b>Planning Committee</b>
Monday	13 April.	<b>Open Spaces Committee - commissioning works</b>	Monday	12 October.	<b>Buildings &amp; Leases Committee</b>
Monday	20 April.	<b>Planning Committee</b>	Monday	19 October.	<b>Finance (&amp; Governance) Committee - 2/4ly review</b>
Monday	27 April.	<b>Buildings &amp; Leases Committee</b>	Monday	26 October.	<b>Planning Committee</b>
		<i>End-of-year internal auditor visit</i>			<i>Personnel Committee to confirm staffing budgets</i>
Monday	04 May.	<b>Bank Holiday - Early May</b>	Monday	02 November.	<b>Council Meeting</b>
Monday	11 May.	<b>Council Meeting - Annual Meeting</b>	Monday	09 November.	<b>Open Spaces Committee - budget setting</b>
Monday	18 May.	<b>Planning Committee</b>	Monday	16 November.	<b>Planning Committee</b>
Monday	25 May.	<b>Bank Holiday - Spring holiday</b>	Monday	23 November.	<b>Finance Committee - DRAFT BUDGET</b>
			Monday	30 November.	<b>Charities &amp; Grants / CIL Board</b>
Monday	01 June.				<i>Leaseholders Cricket, Rugby, Nomads &amp; SLAs</i>
Monday	08 June.	<b>Planning Committee</b>	Monday	07 December.	<b>Council Meeting - Confirm Budget</b>
Monday	15 June.	<b>Open Spaces Committee - summer programme</b>	Monday	14 December.	<b>Planning Committee</b>
Monday	22 June.		Monday	21 December.	<i>No meetings - Christmas Period</i>
Monday	29 June.	<b>Planning Committee</b>	Monday	28 December.	<b>Bank Holiday - Boxing Day</b>