

To Councillors: J Aldridge, A Baker (*Vice-Chairwoman*), S Compton, A Eyre, M Gemmell Smith, A Layland, N Martindale, M McArthur, S McGregor, V Parker, A Read, J Streets, S Sumner, B Todd (*Chairman*).

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on Monday 03 July 2023 at 7.30 pm, which Councillors are summonsed to attend.

Town Clerk
28 June 2023

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

1	To Receive Apologies for Absence	3
2	Declaration of Interests or Predetermination	3
3	Public Questions and Statements	3
4	To receive, adopt and sign the minutes of the Council meeting held on 19 June 2023 (2023-0007/01-04)	3
5	To receive County and District Councillor Reports	3
	5.1 County Councillor	3
	5.2 District Councillors	3
6	To adopt the following reports/minutes of meetings	3
	6.1 Planning Committee - 26 June (2023-008/01-03)	3
7	To receive recommendations from Planning Committee meeting on 26 June:	3
	7.1 To consider if Edenbridge should explore developing a Neighbourhood Plan and include as part of its Visioning and Forward Planning	3
8	Council Casual Vacancy	4
9	To receive reports and any recommendations from working groups; delegated reports; clerk's and officers' reports	5
	9.1 Clerk's Report	5
	9.2 Buildings Manager Report	6
	9.2.1 To receive information on maintenance work for Rickards Hall and consider approving expenditure of £9,000 from the Earmarked 10/30-year Buildings Reserves	7
10	Matters arising from the minutes for report and not elsewhere on the agenda	7
	10.1 To ratify insurance cover in respect of all insurable risks and the annual expenditure of £16,621.54 (resolution Council May 2023) - policy renewal 20 July	7
	10.2 To receive an update on transition of the new IT Storage (SharePoint) System and Microsoft InTune	8
	10.3 To receive an update on the new Council logo and rebranding implementation	8
	10.4 To receive an update on the case for the unauthorised access gate at the Recreation Ground	8

10.5	Thursday Market: To receive an update on Market activities over the summer period	8
10.6	To appoint co-opted Members to the committees to fill committee vacancies	9
10.7	To appoint co-opted Members as representatives to external bodies	9
11	OTHER BUSINESS including items referred from Committees for decision	9
11.1	To note the Family Summer Fun Days for 2023	9
11.2	To consider if the Town Council should support funding an annual community event, who should organise and budget considerations and recommendation	10
12	To receive a Health and Safety half-yearly update	10
12.1	To note: actions/and outstanding from the September 2022 annual review	10
12.2	To confirm the Health and Safety Policy statement and H&S	11
12.3	To confirm the Council's Environment Statement	11
12.4	Blossoms Park - to receive a request via the Cricket Club who have a hirer want to hirer the park for children's summer football coaching	11
13	To resolve delegated powers to Planning and Transportation Committee for July and August	12
14	Consultations	12
14.1	Kent County Council - Emerging Local Transport Plan - opens 27 June closes 18 September	12
14.2	PROWS - Proposed diversion of part of public footpath SR620 at Edenbridge - diversion proposal to redirect through Mowshurst car park	12
15	To receive reports from councillors who have attended meetings of outside bodies	13
16	To consider any press releases	13
17	Matters for future agendas	13
18	Date of next meeting - 11 September	13

Meeting Papers & Report

1 **To Receive Apologies for Absence**

2 **Declaration of Interests or Predetermination**


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

3 **Public Questions and Statements**

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

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

4 **To receive, adopt and sign the minutes of the Council meeting held on 19 June 2023 (2023-0007/01-04)**

 Full Council | 19 June 2023 v.1 - Minutes (Pages 2023-007/1-4)


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

5.1 **County Councillor**

5.2 **District Councillors**

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

6.1 **Planning Committee - 26 June (2023-008/01-03)**

 Planning and Transport | 26 June 2023 v.1 - Minutes (Pages 2023-008/1-2)

7 **To receive recommendations from Planning Committee meeting on 26 June:**

7.1 **To consider if Edenbridge should explore developing a Neighbourhood Plan and include as part of its Visioning and Forward Planning**

The Localism Act 2011 introduced the powers for neighbourhood planning. The general recommendation is that neighbourhood plans are reviewed every five years to remain valid. In 2014 to 2017 the Town Council invested considerable time in to developing a Neighbourhood Plan (NHP). In 2017 it submitted its pre-submission Plan, but with SDC busy

preparing its new Local Plan, the advice to parishes preparing NHPs, was to pause as the policies in NHPs must be in line with the new emerging Local Plan's strategic policies. (The most recent policy made, will supersede and carry more weight in planning.) Most parishes in the district took this onboard and paused their NHPs, but Sevenoaks Town Council decided to proceed and in May this year, following the Regulation 19 consultation, their NHP was 'made' (adopted). Swanley has also continued and recently proceeded to the Regulation 14.

The Town Council has considered resurrecting its Plan a few times: November 2019, but agreed to keep on hold until more was known on the position of the suspended draft Local Plan. In April 2021, a meeting was held (online) with the SDC Planning Policy Team Leader to discuss the validity of NHPs and the viability of the Council looking at its Plan. Extract from an email following that meeting:

'Whilst you don't have to provide a neighbourhood plan, as there is no statutory requirement, it will enable you and the community to play a greater role in determining the future of your area. It can help identify priorities for your area, allocate land and also help create partnerships which will help take some of these ideas and priorities forward.... it will involve a lot of work and the Town Council will need to be specific in their policies and what they want to achieve. You would also need to think how your neighbourhood plan would complement/work with the new character area assessment'.

SDC looked at the pre submission NHP, and some advice on specific policies was received; this outlines/indicates there is still considerable work to do including revisiting and updating some of the vision and objectives as some projects and developments have already happened, and the emerging Plan allocated sites may differ.

Council October 2022, Members agreed, in view that there was still no adopted Local Plan, to hold off for the time being and to allow the new elected council (May 2023) to consider what a Neighbourhood Plan could do for Edenbridge.

The Planning Committee last week, (26 June) considered if it would like to this Council to proceed with developing a NHP creating a clear vision for the Town and develop policies to support this. NHPs can help to increase influence on development in Edenbridge, which will be a clear benefit, but they do not stop or put a definitive cap on development.

Developing a NHP is a tremendous amount of work and commitment. There is technical advice support available from SDC, and there is grant funding which can be applied for from government funded bodies to help towards consultant fees, printing and consultation costs. Typical grants are around £10k for a basic grant and an additional technical support grant of up to £8k. The Council's NHP reserves has £15k currently.

Examples of Neighbourhood Plan costs: Sevenoaks District Council £100,000 (adopted May 2023); Swanley Town Council £50,000 (up to its Reg 14 March 2023); Lingfield Parish Council £20,000 (getting up to Reg.14).

Members are asked to consider if there is a need for the Town Council to prepare and produce a Neighbourhood Plan for Edenbridge. This would require significant financial and staffing resources, and producing a plan can take several years. Should Members wish to explore further as a Council project this would need to form part of the Council's Visioning/Forward Planning and any financial commitment included in future budgets.

Do Members want an Edenbridge Neighbourhood Plan, and make recommendation to the Visioning/Forward Planning in September to consider as part of the Council's future projects, time scales and budgets?

8

Council Casual Vacancy

To note: A new casual vacancy has arisen recently following the resignation of Steve Taylor.

SDC has been informed, and The Notice of Casual Vacancy has been published on the Council's website and noticeboard. As it stands, it is not known if a by-election will be called or if the Council can decide to co-opt to fill the vacancy. This will be reported to the next Council meeting (September) if Council can co-opt, but if a by-election is called this would be reported to the August Planning Committee.

9

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

9.1

Clerk's Report

Agendas, papers and minutes: The new software/App for creating council papers is now in use so you will notice some changes to the layout and accessing papers, which is more user friendly. The new layout meets Accessibility, and is an improvement on previous formats. The officers are already finding efficiencies with the new system. It is planned to eventually have a link embedded in the website which will make it easier for the public and councillors to access meeting papers and minutes, as well as search previous resolutions.

Building Bridge to a Dementia Friendly Edenbridge: The Kent Dementia Action Alliance has designed a version of its logo which now says 'Working to Become Dementia Friendly', but missed the wording 'Edenbridge' so we are awaiting an updated version. I have also emailed Elaine Murray to arrange some further awareness training for the businesses wanting to sign up to take the pledge for this initiative. Once organisations have accreditation they will be able to use the new logo emails, company communications and display in windows/on doors.

Edenbridge Magazine: (also published on website.) The July/August edition we decided to have an double page spread as there was quite a bit to say including launching the new logo.

Electric Vehicle Chargers (EVCs): The signed Agreement with Kent Smarter Travel Scheme (KSTS) to install four EVCs at Market Yard car park has been submitted; still awaiting an installation date. (*Council meeting July 2021 supported EVCs in its car parks, and CIL Board October 2021 approved up to £7,500 contribution towards the KSTS scheme.*)

Forge Singers: Instructions have been given to the council's solicitor to for a new Lease Agreement to be prepared; and the Forge Singers have also been advised of this. (Resolution Council May 2023.)

Games Club and Classical Afternoon Tea event: Games Club continues on Monday mornings with a consistent weekly attendance of around 10 members, plus. The funding for a classical afternoon tea with Harpist in early July has been received well by Members and we have been able to invite about another 30 people from the community who are experiencing loneliness following the pandemic. Unfortunately, not all are able to attend but the invitations have been received well by all. We have engaged with local groups who have raised the event also with some of its members.

Gardening Competition – Ready Steady Grow: 30 June is the deadline for entries, though we have advised a couple of late enquiries we will accept entries during week 3 July. Kathy and Debbie have been working on prizes, Debbie has secured the Head Groundsman from Hever Castle and Gardens, to provide a talk and presentations on Tuesday 5 September; all entrants will be invited.

In Bloom: We have entered Edenbridge in the South and South East In Bloom competition in the Cemeteries and Parks categories, entering Stangrove Park. The Chairman from SSEIB is visiting 3 July to inspect and judge the two sites.

Infestation treatment and office redecoration: The beetle infestation treatment to the wood in Doggetts Barn happened at the end of May, followed by repaint of the office. Despite

having to completely move out and set up camp in Rickards Hall, the temporary office arrangements worked well. The office staff worked hard with both moves and managed to clear out lots of old papers. Everything is now back to normal.

Payroll and end-of-year: to confirm, payroll end of year and P11s have been completed and submitted; P60s have been issued.

Personnel – Employee Handbook: Worknest have been instructed to review the current Handbook and in line with the Green Book, as well as the amendments previously agreed by Committee and Council (June 2023).

Personnel/Recruitment update: The recently three advertise vacancies – grounds apprenticeship, Open Spaces Officer, Community Warden have now closed. Interviews are in the process of being arranged for the grounds apprentice, but the other two positions I have put on hold over the summer period.

Staffing update: The Community Warden retired in June and the Deputy Clerk/Open Spaces is retiring at the end of August. One member of staff will be on Paternity leave late August/early September. In addition, staff are taking summer annual leave over the coming months, so please bear with on days when office cover is minimal.

Policing: Edenbridge has new Police officer allocated, PC Michael Sexton covering Edenbridge, Leigh, Chiddingstone, Penshurst, Fordcombe, Cowden and Hever. He has already been in touch several times, has done a couple of sessions meet and great and promote Community Voice in the town.

Training dates for councillors:

- Thursday 29 June 7.00 pm - Finance training on Council EDGE reports – Rickards hall, ETC.
- Saturday 2 September, 10 am – 2.30 pm - A visioning/forward planning business plan session to help the new Council consider its ambitions and vision for the coming 4-years, and longer-term view (external trainer) – Rickards Hall, ETC.
- Thursday 21 September (time tbc)- SDC Standards/Code of Conduct training – Sevenoaks District Council (face-to-face or online, tbc)
- Thursday 5 October - Finance Training on Councillors responsibilities, understanding the AGAR and general Q&A on finances (external trainer).

Resident emails circulated:

June: Playgrounds praise

9.2

Buildings Manager Report

I started the additional role as Building Manager in March. My initial focus was on the weekly/monthly health and safety checks. However, there has been an issues/delay with the WorkNest Safety portal with a system upgrade.

The 5-yearly Fire Safety Risk Assessment Inspection of all buildings has been received. There are several pointers to work through for each building, risks identified were medium or low. This work will done during the autumn months. Fire Marshall training is booked for September and I will also be completing a Fire Risk Assessment course so that the six-monthly/and annual Fire RAs can be carried out.

I have spent some time with the Town Clerk looking at the 10-year and 30-year maintenance plans, as well as the annual list of jobs, and familiarising with the contracts template we issue to contractors. Currently, we are in our busy season for the grounds work, so a lot of these tasks will be picked up over the autumn and winter months.

The main building maintenance issue is Rickards Hall (covered under agenda item below). There is also the Pavilion Windows tender which the Town Clerk and myself will work over the coming weeks. The shutter door at the Depot needs servicing, and the shutter at the kitchen in Rickards needs replacing.

Other bits I have done have included: Doggetts front door repair, lock repair, graffiti removal, hanging pictures, new soap dispensers in toilets and kitchen at Rickards, blocked public toilet cleared, Church House contractor to repair rendering at front and replace missing tile, looked at the gas cooker in Rickards as not always working – engineer needed to be arranged.

The Council office has completed its redecoration, and the beams have been treated for the wood beetle infestation. Church House treatments are booked for January.

9.2.1 **To receive information on maintenance work for Rickards Hall and consider approving expenditure of £9,000 from the Earmarked 10/30-year Buildings Reserves**

Rickards Hall requires some maintenance repairs to the exterior and interior of Rickards Hall. There have been a number of harsh wet winters which has affected the exterior wall at the rear of the building which has suffered severe weathering and has allowed damp to get inside so there are also some repairs to the internal walls needed. *See attached report.*

This work ideally needs to be carried out before the next winter so that the interior to the hall does not suffer further damage. The Earmarked Buildings Reserves had £9,000 moved in to it from the 2022/23 surplus funds, which has been specifically earmarked for Rickards exterior repairs; (this was moved from code 2062, 30-year buildings).

Whilst costs for the work have not yet to been confirmed (requests for quotes and availability have been made and are awaited), it would be hoped that the funds moved into the earmarked reserves would more than cover these repair costs. There is no Council meeting after this meeting (July) until September, but the Planning Committee (usually has delegated authority over the summer period/July and August) can be kept informed of costs and work schedule. As well as progress with engaging a Quantity Surveyor, and report.

Do Members support the need for repair works to Rickards Hall and the need for the works to be carried out ideally before the coming winter?

Do Members confirm the need to appoint a Quantity Survey for a report on Rickards Hall and the adjoining section with Church House?

Unfortunately, costs for a QS and the maintenance works for Rickards Hall, at the time of preparing this report, are not known, but efforts to ensure best value are always made by officers. In the meantime, and so not to slow the efforts to get the works carried out this summer/early autumn,

Do Members confirm the expenditure for a QS report and the maintenance repairs for Rickards Hall to come from the earmarked Building Reserves, and the expenditure of up to £9,000? With Planning Committee kept informed of all progress during July and August.

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

10.1 **To ratify insurance cover in respect of all insurable risks and the annual expenditure of £16,621.54 (resolution Council May 2023) - policy renewal 20 July**

As part of the annual Council business decisions at the Annual Meeting of the Town Council (May) Members confirmed the Council insurance arrangements and annual expenditure to

include the the uplift for the buildings revaluations in 2022, and a 12% index link. Gallaghers has now confirmed 12% index link will be applied to the buildings cover, and 8% to everything. The policy renewal date is 20 July.

Having reviewed the policy cover, and a couple of minor adjustments, Gallaghers (our broker) are the preparing the amended schedule and cost for 2023-2024. The RFO and I have noted the reinstatement costs for Mowshurst Barn seem high compared to similar buildings and have requested a table top revaluation. Should there be a difference, the policy will be adjusted accordingly.

At the time of preparing the papers the new costs are still to be confirmed, and will be reported to Council for ratification. The Council's website (link below) publishes the insurance schedule - the new schedule for 2023-24 will be published as soon as received.

Do Members ratify the insurance expenditure and insurance schedule?

<https://www.edenbridgetowncouncil.gov.uk/policies/insurances/>

10.2 **To receive an update on transition of the new IT Storage (SharePoint) System and Microsoft InTune**

On Tuesday 20 June, PS Tech switched the Council's document storage to Microsoft SharePoint. This followed several months of officers sorting through electronic files and deleting a lot of dates and duplicated files. The transition went smoothly, with no hiccups. The next phase is to complete the full transition over to Microsoft InTune which will take place on 4 July. This will mean that devices will be disabled for a period, so there may some small disruption to online communications on that day.

10.3 **To receive an update on the new Council logo and rebranding implementation**

Following on from the June Council which provided an update on the implementation plans, the new logo and branding is now in use. It looks great on the email signature, letter header, website and Facebook. EDGE finance, Epitaph and Hall Bookings are all updated with the new invoice and branding. Signage will be update as and when needed to be replaced.

10.4 **To receive an update on the case for the unauthorised access gate at the Recreation Ground**

The Council's solicitor has been in touch with the resident who created an unauthorised access on to the Recreation Ground. We have now been able to reinstate the chainlink fence and hedging. The resident has agreed to our settlement costs and for a Charge to be added to the Deeds until such time of payment. A settlement agreement is now being prepared.

Another resident that backs on to the Recreation Ground area, has recently been having building works and created an access, as well leaving some debris including cement mixings. I have instructed the solicitors to write following the letters which were sent to all residents in April that back on to the Rec, advising that access is not permitted and to request they reinstate the fencing and hedging they have removed. (The Head Groundsman did speak to the builder who confirmed this was the intention.)

10.5 **Thursday Market: To receive an update on Market activities over the summer period**

Following Council resolution (May 2023) to fund activities for the Market over the summer period, and a budget of £650. Lorraine has prepared a programme of different activities each week. Mr Hiccup has been confirmed to come back for another session of balloon modelling and magic which is always well received by the kids. She has also booked a busker, cup cake decorating and face painting. We are also preparing a newsletter to the traders to let them know what the Council has been doing to help the Market; we will also be

suggesting that they could run weekly promotions which can be promoted through the Market Facebook page, website and use of the chalk board at the entrance of the Market off the High Street.

Traders are continuing to do well, the bread stall often selling out, and he has now also started to sell ice-creams; the clothes stall has a regular clientelle; and Alan's plant stall has had some of his best weeks recently.

Lorraine recently submitted some photographs to NABMA following its 'Love your Market' promotion, and we are delighted that we featured in their magazine (p20 of attached link).

<https://nabma.com/LYLM2023-Newsletter/>

10.6 **To appoint co-opted Members to the committees to fill committee vacancies**

At the Annual Meeting of the Town Council, Members were appointed to the various committees and groups, however there remains some vacancies for newly co-opted members. Attached is a copy of the current committee membership.

Vacancies to fill:

Planning Committee - four vacancies (minimum of two Members needed for South and West ward; minimum of one Member for North and East ward)

Finance and Governance Committee - three vacancies

Open Spaces Committee - two vacancies

Personnel Committee - one vacancy

Emergency Planning Committee - two vacancies

Working Groups:

Lease/SLA Negotiating - one vacancy

Parking & MYCP - one vacancy

[Annex 2: 2300619 Committees Membership.pdf](#)

10.7 **To appoint co-opted Members as representatives to external bodies**

Following on from the previous agenda item, there are also some external organisations which have Council representatives, the following still require appointments:

Edenbridge Town Village Hall (WI Hall) Management Committee (2 reps) - one vacancy

Campaign to Protect Rural England (CPRE) (1 rep) - one vacancy

KALC & Sevenoaks Area Committee (2 reps) - one vacancy

Partners and Community Together (PACT) (2 reps) - one vacancy

Railways groups (1 or 2 reps) - one/two vacancies

[Annex 3: 230515 Outside organisations Cllr Reps.pdf](#)

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

11.1 **To note the Family Summer Fun Days for 2023**

Family Fun Days are booked for Thursdays 27 July, 10 August, 17 August and 24 August 2.00 - 5.00 pm, at Stangrove Park. Children must be accompanied by an adult.

All four sessions are funded by the Town Council; SDC funded a session for Edenbridge at Easter. Details of all Fun Day dates across the district are published on our website, see link below.

<https://www.edenbridgetowncouncil.gov.uk/news/>

11.2 **To consider if the Town Council should support funding an annual community event, who should organise and budget considerations and recommendation**

The Council held a successful Jubilee celebration event last June which was organised by the Office staff and a working group; this cost about £5k plus the Beacon, plus staff time. This year, the Council engaged an events organising company to put on a Coronation event for the community this cost the Council £10,500. Both events have been well received by residents.

Informal conversations suggest that there is an appetite for an annual community event with music and activities. However, there are several considerations:

- Who organises this?
- If Council organises, this is a huge commitment on council resources
- Committing council staff, redirects from other duties and incurs considerable additional work hours (no matter how hard we try to manage and avoid this)
- Engaging an events company requires a financial commitment from the Council (example above as a minimum)
- The budget regardless of engaging an events company or utilising council resources and staff, would have to support an event and be included in the Precept (unless another service/facility is dropped)

The town already has the Bonfire Society, Edenbridge Community Christmas Association with its annual switching on the lights event, and the Chamber of Commerce organises the annual Car Show. There is little appetite from other volunteer groups to commit to organising an additional large community event.

If the view is that the Council should organise such an event, it would need to form part of the Visioning/Forward Planning. Council resources, including staffing, need to be considered alongside the aims and future projects of this Council, so that its resources and expectations can be managed accordingly.

How do Members want to proceed?

Do Members want to investigate external event companies to organise an event and its costs? Or, do they want to refer to the visioning exercise (September) when considering its aims, projects and resources to deliver these?

12 **To receive a Health and Safety half-yearly update**

12.1 **To note: actions/and outstanding from the September 2022 annual review**

The last audit was carried out in September 2022: There were 13 actions which have been completed, with the exception of the 'Workplace-doors & gates at the Depot where the Powered door was highlighted for a contractor service'. This remains outstanding, but planned for later this year. *See the attached report.*

One action of the 13, was to have all buildings Fire Risk Assessed. A detailed external assessment has taken place and raised several action points for all sites. None were high risk, and the medium to low are in the process of being addressed; the majority will be during the autumn and winter months. (The full H&S audit, and the full 5-year Fire Risk Assessments are available in the office to view.)

Fire Marshall training has been booked for all staff in September, and Craig will have training for general Fire Risk Assessment.

Other actions completed included: servicing of the PAT testing kit, resiting of fire extinguisher at Rickards Hall, review of the Health and Safety Policies and Staff Handbook, fuel oil storage inspection (this was done, but advised that do not have large supplies so RA is sufficient).

Partially outstanding: To establish E-learning H&S and other policy training - the Council has subscribed to the Worknest e-learning portal but still needs staff time to set this up.


 [Annex 4: Health & Safety update on September 2022 Audit.pdf](#)


12.2 **To confirm the Health and Safety Policy statement and H&S**

Each year the Council needs to review its Health and Safety statement (attached) and Policy Handbooks. The later was reviewed and updated by WorkNest September 2022 and is published on the website on the Policies page (link below).

Do Members confirm its Health and Safety Statement?

Do Members confirm and adopt the H&S Policy Handbook, and the Employee H&S Handbook?

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/01/2023-Health-and-Safety-Policy-Manual-September-2022.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/01/2023-Health-and-Safety-Employee-Handbook-September-2022.pdf>

 [Annex 5: HS Policy Statement July 2023.pdf](#)

12.3 **To confirm the Council's Environment Statement**

Copy of the policy is attached.

Following the Annual Town Meeting in March 2020, Council did review its Waste Management and Environment Statement. Taking in to account what can be done at operational level and the wider view, Members were satisfied with its policy and statement. However, suggestions were made to investigate ISO4001 accreditation. The pandemic and other work commitments has not seen this as a priority. It is noted wider environmental and waste management issues are not decisions made at local level, but this council does promote environmental sustainability.

Do Members confirm the Environment Statement?

 [Annex 6: Environmental Policy Statement July 2023.pdf](#)

12.4 **Blossoms Park - to receive a request via the Cricket Club who have a hirer want to hirer the park for children's summer football coaching**

The Cricket Club have received a booking request to hire the Pavilion and Blossoms Park to run six sessions of football coaching for 4 to 8 year olds over a three weeks in the summer school holidays.

The Cricket Club's Lease does cover hirer the park but Pavilion hirers do sometimes use the park facilities, but it is made clear that Blossom Park is a public open space and they do not have exclusive rights. For this booking, it is slightly different as the request is to use/hire the park. The Cricket Club are willing to manage the hiring agreement and conditions with the hirer and charge a nominal fee to hire the facilities. There are no costs to the Council as there is no pitch marking, the area used would be marked out with cones; and we would not be managing the booking.

The Club has approached the Council as it does not want any misunderstandings or Lease breaches with sub-letting the facilities. The Lease permits the Club use of the 'outfield' for its matches, but the Lease does not cover hiring out the park facilities.

Do Members support and permit the Cricket Club to hire Blossoms Park for junior summer football coaching on this occasion, and for them to manage the hiring agreement?

- 13 **To resolve delegated powers to Planning and Transportation Committee for July and August**
The Council's Terms of Reference the Council may delegate powers to a committee (12), under Planning & Transportation Committee (1.15), can receive delegated powers from the Town Council for Council business.

Do members confirm to delegate powers to the Planning Committee for Council business during July and August, which requires decisions?

14 **Consultations**

14.1 **Kent County Council - Emerging Local Transport Plan - opens 27 June closes 18 September**

<https://letstalk.kent.gov.uk/local-transport-plan-5>

14.2 **PROWS - Proposed diversion of part of public footpath SR620 at Edenbridge - diversion proposal to redirect through Mowshurst car park**

Members will recall the public right of way (PROW) footpath SR620 was consulted on in April, with a request to a section of the path (the original map from that consultation is attached, points A-B on map 1) which had never been used and had been incorrectly recorded on that alignment when the historical documentary evidence showed that it should be recorded between points D-B, from Four Elms Road along the east edge outer side of Mowshurst car park (where it has always been walked). Members supported this amendment (Planning Committee 24 April).

Members were also asked to by PROWs to note a section recorded B-C is also incorrectly recorded on the map – the purple line recorded on the Definitive Map and the dashed line showed where the path should run according to historic documentary evidence and showed the proposed amendment to the alignment of footpath SR620. Members agreed the footpath should remain as recorded by the dashed line and according to the documentary evidence.

PROW have now received a new application to divert part of public footpath SR620 following the making of the Order to amend its alignment.

The proposal is to move the footpath onto the alignment that has been and is currently being walked by the public. This is acceptable to the County Council and makes logical sense for the public rights of way network. Although the path has been walked on this alignment for many years, the proposal will still need Council's agreement as it runs over land in its ownership.

In the new application form, it is proposed that the path has a recorded width of 2 metres where it runs through the car park but the width will be restricted to 1 metre at point A and 1.2 metres where it passes through the gate at point B. *Attachment 2* shows this amendment as A-B (slightly confusing if comparing with previous map which on that was B-C), with the historic path indicated with a dash line.

Agreeing to the diversion would formally put a PROW through Mowshurst car park.

Do Members support the proposed diversion of public footpath SR620 marked A-B through Mowshurst car park as shown on attachment 2 and as detailed in the application?

Other information - Historic records attached.

- Title No. K373811 Mowshurst land – owned by ETC, shows the land edged in red, with the green line (registered under the title number K613027 for Mowshurst

Bungalow) and removed from the Deed 16.9.1986

- Title No K373811 includes the details as per the transfer document dated 22.07.1986 (attached). Under the exceptions and reservations and charges – refer to second and third page – first schedule point 5: *all other rights easements quasi-rights and quasi-easements (other than of way) enjoyed in respect of the property over the Retained Land as would be deemed to exist if the Property and the Retained Land had been used in their present state from time immemorial but by different owners.*

📎 Annex 7: 23 04 - SR620 consultation map C435 Edenbridge consultation plan & Def Map extract.pdf

📎 Annex 8: 23 06 - SR620 map with proposed diversion.pdf

📎 Annex 9: 23 06 - SR620 signed diversion application & plan_Redacted_redacted.pdf

📎 Annex 10: Official Copy (Title Plan) - K373811.pdf

📎 Annex 11: Land register K373811.pdf

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

16 **To consider any press releases**

17 **Matters for future agendas**

18 **Date of next meeting - 11 September**