

---

**Full Council | 03 Jul 2023 | Full Agenda (Excludes Confidential Items) | v:1**

---

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

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

<b>1</b>	<b>To Receive Apologies for Absence</b>	<b>3</b>
<b>2</b>	<b>Declaration of Interests or Predetermination</b>	<b>3</b>
<b>3</b>	<b>Public Questions and Statements</b>	<b>3</b>
<b>4</b>	<b>To receive, adopt and sign the minutes of the Council meeting held on 19 June 2023 (2023-0007/01-04)</b>	<b>3</b>
<b>5</b>	<b>To receive County and District Councillor Reports</b>	<b>3</b>
	5.1 County Councillor	3
	5.2 District Councillors	3
<b>6</b>	<b>To adopt the following reports/minutes of meetings</b>	<b>3</b>
	6.1 Planning Committee - 26 June (2023-008/01-03)	3
<b>7</b>	<b>To receive recommendations from Planning Committee meeting on 26 June:</b>	<b>3</b>
	7.1 To consider if Edenbridge should explore developing a Neighbourhood Plan and include as part of its Visioning and Forward Planning	3
<b>8</b>	<b>Council Casual Vacancy</b>	<b>4</b>
<b>9</b>	<b>To receive reports and any recommendations from working groups; delegated reports; clerk's and officers' reports</b>	<b>5</b>
	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
<b>10</b>	<b>Matters arising from the minutes for report and not elsewhere on the agenda</b>	<b>7</b>
	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
<b>11</b>	<b>OTHER BUSINESS including items referred from Committees for decision</b>	<b>9</b>
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
<b>12</b>	<b>To receive a Health and Safety half-yearly update</b>	<b>10</b>
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
<b>13</b>	<b>To resolve delegated powers to Planning and Transportation Committee for July and August</b>	<b>12</b>
<b>14</b>	<b>Consultations</b>	<b>12</b>
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
<b>15</b>	<b>To receive reports from councillors who have attended meetings of outside bodies</b>	<b>13</b>
<b>16</b>	<b>To consider any press releases</b>	<b>13</b>
<b>17</b>	<b>Matters for future agendas</b>	<b>13</b>
<b>18</b>	<b>Date of next meeting - 11 September</b>	<b>13</b>
<b>18</b>	<b>Annex 1   23 06 report to Council re Rickards hall work needed.pdf</b>	<b>14</b>
<b>18</b>	<b>Annex 2   2300619 Committees Membership.pdf</b>	<b>17</b>
<b>18</b>	<b>Annex 3   230515 Outside organisations Cllr Reps.pdf</b>	<b>18</b>
<b>18</b>	<b>Annex 4   Health &amp; Safety update on September 2022 Audit.pdf</b>	<b>19</b>
<b>18</b>	<b>Annex 5   HS Policy Statement July 2023.pdf</b>	<b>20</b>
<b>18</b>	<b>Annex 6   Environmental Policy Statement July 2023.pdf</b>	<b>21</b>
<b>18</b>	<b>Annex 7   23 04 - SR620 consultation map C435 Edenbridge consultation plan &amp; Def Map extract.pdf</b>	<b>22</b>
<b>18</b>	<b>Annex 8   23 06 - SR620 map with proposaed diversion.pdf</b>	<b>24</b>
<b>18</b>	<b>Annex 9   23 06 - SR620 signed diversion application &amp; plan_Redacted_redacted.pdf</b>	<b>25</b>
<b>18</b>	<b>Annex 10   K373811</b>	<b>32</b>
<b>18</b>	<b>Annex 11   Land register K373811.pdf</b>	<b>34</b>

# 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)**

🔗 [https://www.edenbridgetowncouncil.gov.uk/mc-events/extra-council-meeting/?mc\\_id=799](https://www.edenbridgetowncouncil.gov.uk/mc-events/extra-council-meeting/?mc_id=799)

## 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)**

🔗 [https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-50/?mc\\_id=770](https://www.edenbridgetowncouncil.gov.uk/mc-events/planning-committee-50/?mc_id=770)

## 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 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?**

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 greet 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 be 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.**

 Annex 1: 23 06 report to Council re Rickards hall work needed.pdf

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 clientele; 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 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 occassion, 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 that 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**

### **Rickards Hall (June 2023)**

Repair works are needed on the exterior and interior of Rickards Hall. With a number of harsh wet winters the exterior wall at the rear of the building has suffered severe weathering which has also allowed damp to get inside with some repairs to the internal walls needed.

We have approached three companies for quotes. One has visited and we are awaiting a quote, another has said they will visit and quote, the third we are still waiting to hear from.

#### **Rickards Hall – External works**

1. Repointing to brick work\* (advice received so far is to repoint the majority of the wall as much of the mortar is crumbling and loose to touch. It could be done in phases with the most urgent first, but the cost would likely be higher with more visits over a period and take longer)
2. Repair/replace failed guttering on north-west corner (rear) of the building, where leaks are causing water damage to the walls.
3. Replace missing/broken roof tiles, rear (north) slope, and hip slope – there are a few and broken ridge tile\*\*
4. Replace leading
5. Replace missing/broken roof tiles, on the courtyard side (south) slope

*\*Repointing: to remove existing crumbling pointing to majority of the wall est. two days' work; and repointing est. one week.*

*\*\* Replacing the roof tiles may be straight forward, but roofers/builders also have to allow for that when replacing missing/loose tiles there may be others around that also need replacing*

#### **Rickards Hall – Internal works**

1. Remove damp-affected plaster in north-west (rear) corner; replaster and re-paint
2. Repair lower ceiling to front courtyard side, above right window, where damp has started to seep through
3. Skirting board below the large TV screen cabinet (short wall at rear of hall) has parted company with the floor: unsure if this is a floor problem or just damaged skirting). Please provide costing to remedy this, and repaint.
4. Inside the small storage cupboard beneath the lobby stairs, the bottom two foot layer of masonry protection is reacting to damp conditions and disintegrating into a pile of "sand" on the floor.
5. Repainting areas following repairs
6. Some minor repair to wall at window near kitchen
7. *Sperate to the building repairs – new shutter at kitchen area is needed (highlighted on Fire Risk Assessment)*

A couple of councillors have suggested a Quantity Surveyor (QS) should view and provide a report to help plan for the works. A couple of QS have been approached and we are waiting to hear back. However, these works are needed before the next winter to help prevent further internal damp and damage. There may well be additional works identified from a QS report, which absolutely is a good idea to help plan for the long term proofing of the building, and there are other repairs that can be seen which are needed at the joining section of Church House and Rickards House which will need addressing at some point. Any works required at the Church House side would also require planning permission as is a listed building.

Rickards Hall is not a listed property.

Church House is a grade II listed building (listed number 1242994)

Doggetts Barn (barn in the back yard to west of Church House) is a grade II listed building (listed number 1085948)



Advice from SDC Planning has been requested as Rickards Hall is in the curtilage of two listed properties; a response is still awaited. However, repairs can be carried out to listed buildings, that do not affect the character of a building, and the extent of repair should normally be limited to what is reasonably necessary to make failing elements sound and capable of continuing to fulfil their intended functions. [Funding Sources for Owners: Conservation and Maintenance | Historic England](#). It is not expected that the advice from SDC will insist on a planning application for repairs to Rickards Hall.

### **Pictures of Rickards Hall**

#### **Exterior:**



**Interior:**





Membership of Committees/Working Groups 2023 (confirmed AMTC May 2023)

**Committees have delegated powers to authorise expenditure in line with budgets and council policy** (Chairs to be appointed at first meetings of committees; bold current Chairs)

<b>OPEN SPACES</b> (10)	<b>EMERGENCY PLANNING</b> (8)	<b>PLANNING &amp; TRANSPORTATION</b> (12) <i>(Min 5 each ward)</i>	<b>FINANCE &amp; GOVERNANCE</b> (10) <i>(OS Chair should be a member)</i>	<b>PERSONNEL</b> <i>(members appointed by F&amp;G Committee)</i> (7) <i>(Chairman of Council should be a member)</i>	<b>COMMUNITY INFRASTRUCTURE BOARD</b> (15)	<b>CHARITES &amp; GRANTS</b> (15) <i>Chairman of Finance who oversees finance reports also)</i>
Jon Aldridge Angela Baker Sarah Compton Michael Gemmell Smith Alan Layland Stuart McGregor Angela Read Stephen Sumner <i>Vacancy</i> <i>Vacancy</i>	Jon Aldridge Angela Baker Sarah Compton Michael Gemmell Smith Margot McArthur Stuart McGregor <i>Vacancy</i> <i>Vacancy</i>	Jon Aldridge (SW) Michael Gemmell Smith (SW) Margot McArthur (SW) <b>2 min x Vacancies for SW</b> Angela Baker (NE) Alan Layland (NE) Stuart McGregor (NE) Angela Read (NE) Bob Todd (NE)  <i>2 x vacancies</i>	Angela Baker Sarah Compton Michael Gemmell Smith Alan Layland Stuart McGregor Angela Read Stephen Sumner <i>Vacancy</i> <i>Vacancy</i> <i>Vacancy</i>	Angela Baker Michael Gemmell Smith Alan Layland Margot McArthur Stuart McGregor Bob Todd <i>Vacancy</i>	All Members Chair	All Members

**Working Groups have no delegated powers.**

<b>FORWARD PLANNING STEERING GROUP</b> (15 – all members)	<b>Internal Audit Group</b> 4	<b>Lease/ SLA Negotiating</b> <i>(including Chairman of OS)</i> 4	<b>Aviation Consultation T &amp; F</b> 4	<b>Parking &amp; MYCP</b> (6) As per OS Committee appointed	<b>Task &amp; Finish Skate Park Group</b> <i>(Open Spaces Play &amp; Activities Open Spaces projects) As per Council appointed</i>
All Members Chairman	Michael Gemmell Smith Alan Layland Stephen Sumner Bob Todd	Angela Baker Michael Gemmell Smith Stuart McGregor <i>Vacancy</i>	Jon Aldridge Angela Baker Sarah Compton Margot McArthur	Jon Aldridge Angela Baker Sarah Compton Alan Layland Stuart McGregor <i>Vacancy</i>	Jon Aldridge Angela Baker Michael Gemmell Smith Alan Layland Margot McArthur Stephen Sumner  <i>Other OS working Groups to be appointed by OS Committee as needed</i>

### Representatives to external bodies (May 2023)

The external bodies on which the Council has representatives are listed below.

EXTERNAL BODY AND CONTACT DETAILS	COUNCILLOR(S) NOMINATE REPRESENTATIVE
Edenbridge Town Village Hall (WI Hall) Management Committee	1. Angela Read 2.
Eden Valley Chamber of Commerce	1. Alan Layland
Eden Valley Museum Trust	1. Stuart McGregor 2. Alan Layland (also trustee & exec member)
Edenbridge & Westerham Citizens' Advice	1. Angela Baker 2. Bob Todd
Campaign to Protect Rural England	1.
Eden Valley Footpaths Forum	1. Jon Aldridge & Tourism Officer
Edenbridge Youth Forum/Consortium	1. Angela Baker 2. Bob Todd
Edenbridge Cares Group	1. Angela Baker 2. Margot McArthur
Friends of Edenbridge Parish Church	1. Stuart McGregor
Food Bank	1. Bob Todd 2. Angela Baker
KALC & Sevenoaks Area Committee	1. Jon Aldridge 2.
Partners and Community Together (PACT)	1. Angela Baker 2.
Sevenoaks District Arts Council	1. Angela Baker 2. Angela Read
Uckfield Railway Line Parishes Committee; Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership); Uckfield & East Grinstead Lines Steering Group (Sussex Community Rail Partnership) (Buxted)	1.  Debbie Bond (Planning & Transportation Officer)

Organisations/groups – currently on hold:

Neighbourhood Planning Steering Group – *currently on hold, with Planning Committee*

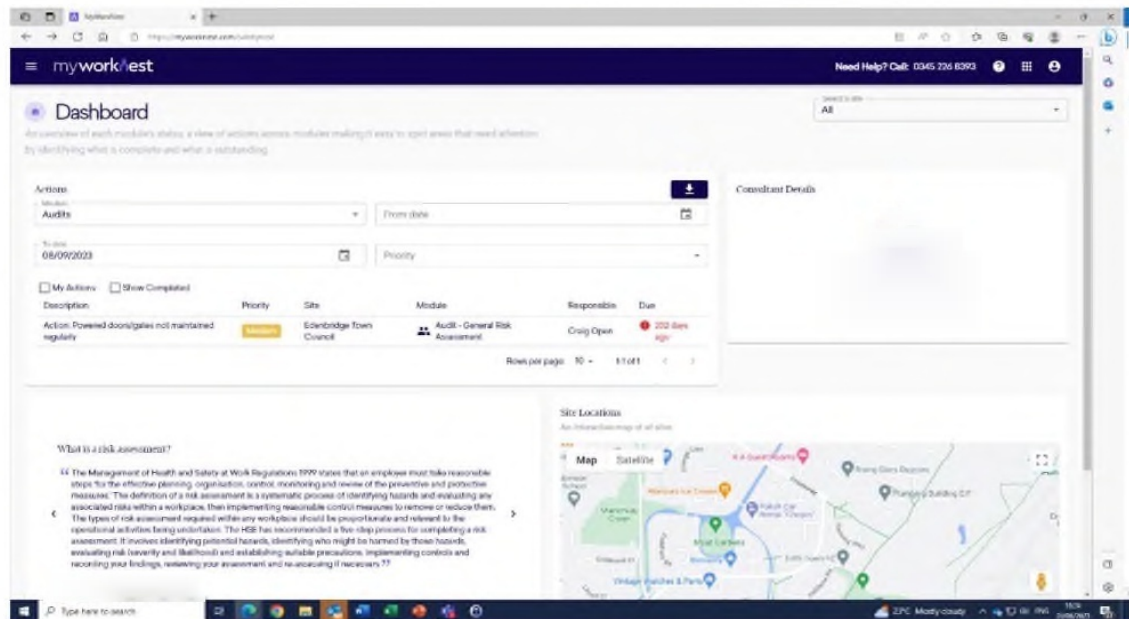
Partnership – *currently on hold for review*

Other External Group in the process of reshaping:

Edenbridge Combined Medical Centre, and Patient Participation Group

Edenbridge Patient Participation Group

The last audit was carried out in September 2022 – below is a copy from the SafeNest portal with outstanding actions





## HEALTH AND SAFETY POLICY STATEMENT

The management of EDENBRIDGE TOWN COUNCIL recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Name:** Caroline Leet

**Dated:** 03 July 2023

**Position:** Town Clerk



# Edenbridge Town Council

## ENVIRONMENTAL POLICY STATEMENT

The management of EDENBRIDGE TOWN COUNCIL recognises that the day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the management will:

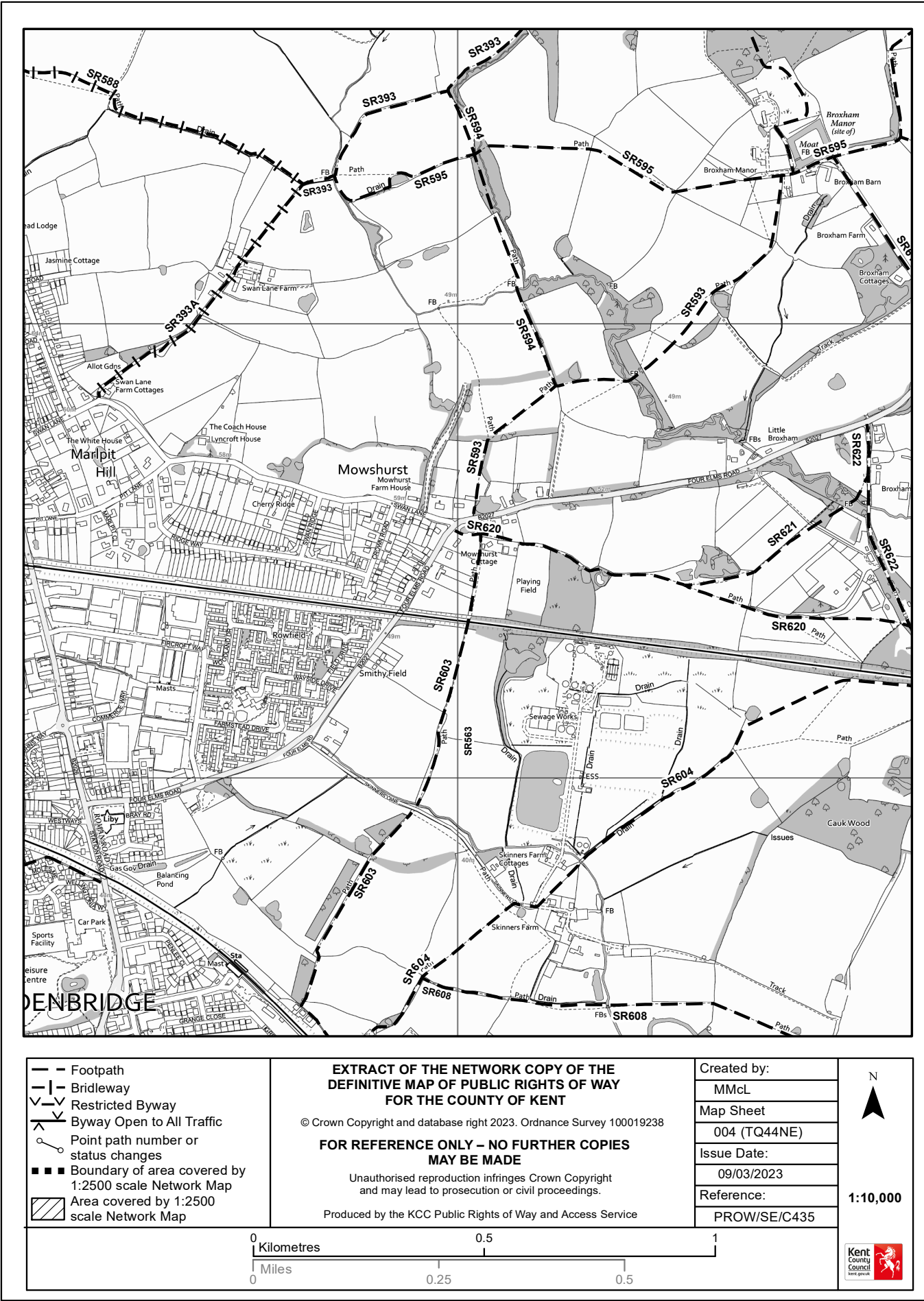
- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- reduce impact to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable
- consider impact of noise and light pollution

This Environmental Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

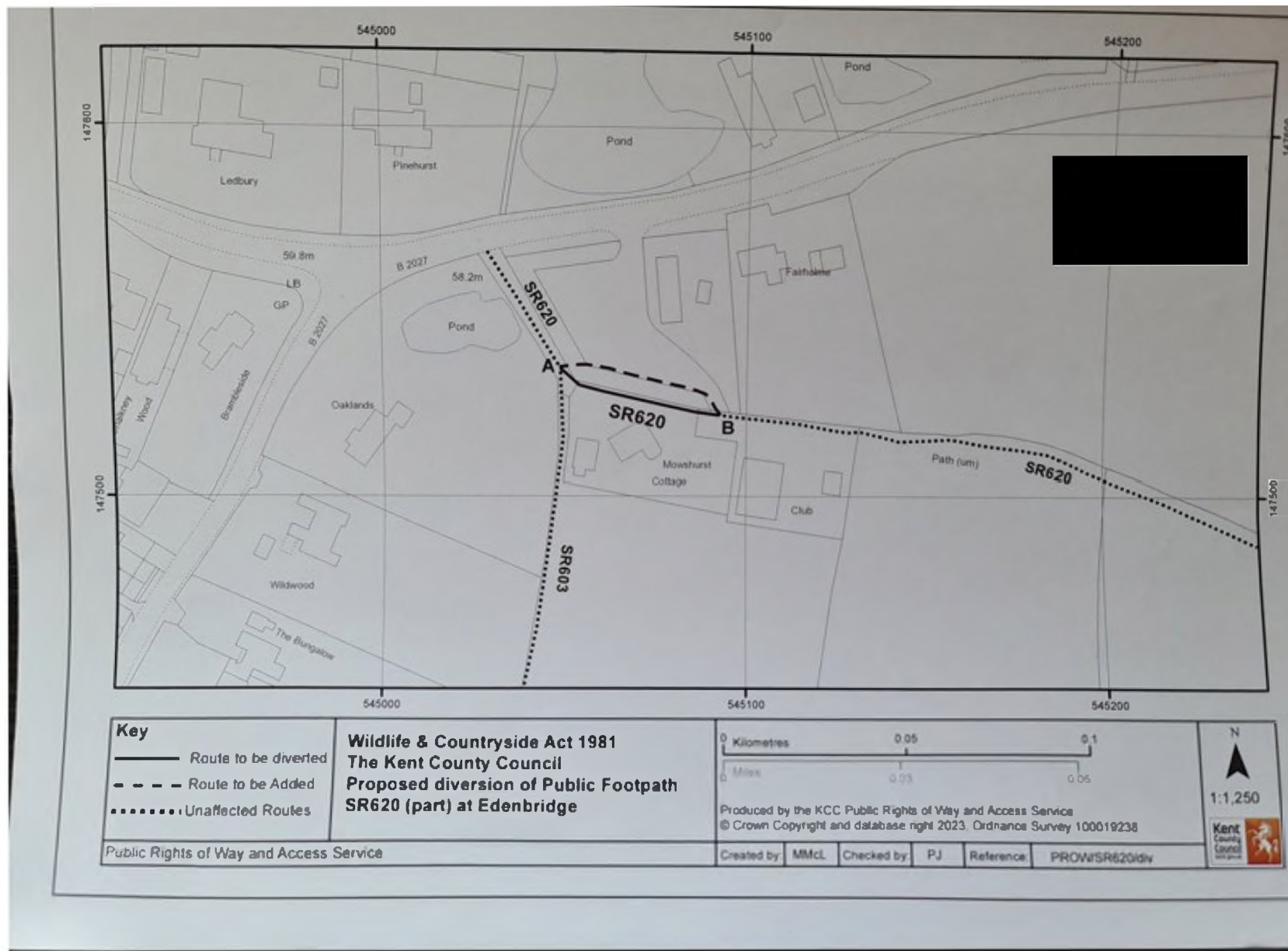
**Signed:**  
**Name: Caroline Leet**

**Dated: 03 July 2023**  
**Position: Town Clerk**











# Application Form

for Diversion or Extinguishment  
of a Public Right of Way



PROW & ACCESS SERVICE

---

---

## Town and Country Planning Act 1990 Section 257

## Highways Act 1980 Section 117, 118 or 119

Please note that this document does not apply to applications in respect  
of Rail Crossing Extinguishment and Special Diversion Orders

---

---

For office use only:

Path number: **SR620**

Parish: **Edenbridge**

Schedule reference: **1700**

---

---

***Note: Please read Guidance Notes to help you complete this application***

Revision Date: 18/03/2020

**A. APPLICANT'S DETAILS**

1. Full Name: [REDACTED]
2. Address: [REDACTED], **Four Elms Road, Edenbridge, Kent, TN8 6**  
.....  
.....
3. Telephone number: [REDACTED] (mobile) .....
4. Email address: [REDACTED]
5. *Corporate customers only -*  
Full company name (incl. PLC or Ltd) .....  
.....  
Purchase Order number:.....  
Accounts department email address to which invoice should be sent:  
.....
6. Do you intend to be represented by a professional agent? Yes ☐ No ☒  
Name.....  
Address.....  
.....  
Email address:.....  
Telephone number .....  
Do you wish all future correspondence to be sent to: Self ☐ Agent ☐

**B. LAND OWNERSHIP AND OTHER INTERESTS**

1. Are you the owner of all the land affected by your proposal?  
Yes ☐ No ☒  
*Please provide copies of the relevant Land Registry title documents with your application.*  
If No, please provide the name and address of the other affected landowner(s) below and attach his/her written consent to this application.  
**Edenbridge Town Council, Doggetts Barn, 72A High Street, Edenbridge,**  
**Kent, TN8 5AR**

2. Are there any private rights affecting the existing or proposed routes?

Yes ☐ No ☒

If Yes, please provide details below including exactly where these rights exist.

.....  
.....  
.....

3. Are there any other occupiers of the land affected by your proposal (e.g. any tenants)?

Yes ☐ No ☒

If Yes, please provide the name(s) and address(es) below.

.....  
.....  
.....

### C. EXISTING ROUTE

1. Path Number: **SR620**

2. Parish: **Edenbridge**

3. Is the Right of Way a: Footpath ☒ Bridleway ☐ Byway ☐ Restricted Byway ☐

4. Is the existing definitive route of this path open and unobstructed?

Yes ☐ No ☐ Partially ☒

If obstructed, please provide details of how, where and over what period of time, and indicate the location of the obstruction on the plan accompanying this application.

**The path is obstructed as it enters and runs through the private garden.**

**No-one has ever walked here. The public have always walked on the proposed line which is signed by waymarkers and runs through Edenbridge Town Council's car park.**

### D. YOUR PROPOSAL

1. What are you proposing?

Diversion ☒ Extinguishment ☐

*Please provide a 1:2500 scale plan indicating the extent of your landownership, the affected section of path and the proposed new route (where applicable) and the location of any existing and proposed stiles, gates or bridges.*

2. What are the reasons for your proposal?

*Please provide as many details as possible as this will assist your application.*

**This path is currently the subject of an Order amending its recorded alignment where the recorded line ran through the garden of Oaklands.**

**In addition, the historical evidence showed that the path should run through our garden, even though we had been led to believe that it had been diverted to run through the car park before we bought our property. If the path were to be opened up on its legal alignment, this would significantly impact our privacy and security.**

**This proposal is to divert the path to where the public have been walking for many years.**

3. What is the proposed width of the new route (where applicable)?

**2 metres except for where it enters and exits the car park. It is proposed that there should be a gap of 1 metre where it enters the car park at point A on the plan, and a limitation of a gate with an opening width of 1.2 metres where it exits the car park at point B.**

*A minimum of 2 metres should be provided for footpaths, 3 metres for bridleways and 4 metres for restricted byways. If the path is to be fenced, an additional 0.5 metres will be required. Where the Definitive Statement records a width for the existing path then it is that width which must be provided for the new route. However, Kent County Council may specify a lesser or greater width where it considers it expedient to do so.*

## **E. WORKS**

1. Please indicate on the plan and detail below any works that may be required to bring the new route into a fit condition for public use (eg clearance of trees, undergrowth, demolition of buildings, making up ground, drainage, surfacing, fencing, steps, ramps).

**No works are needed as the path is already being walked on the proposed alignment.**

*Any works carried out in connection with the Orders will have to meet the County Council's specifications and standards. **No works should be carried out until the Order has been confirmed.** Works must then be completed within 28 days of the Order being confirmed, or within a suitable period agreed with the Order Making Authority and prescribed in the Order.*

## **F. LOCAL CONSULTATIONS**

1. Consultees will require access to inspect the proposed route. Do they need to make contact with anyone before doing so?

Yes ☐ No ☒

If yes, please give details below:

Name.....

Address.....

.....

.....

Telephone number .....

*Please note that this information will be included on the consultation letter and will therefore be available to the public.*

## **G. YOUR APPLICATION**

1. I apply to change the Public Rights of Way network as indicated in this application form and as shown on the attached plan. I undertake to meet the County Council's full costs and all advertising costs in promoting the Order whether or not it is successful. Furthermore, if I withdraw my application at any stage, I also undertake to meet the County Council's full administrative costs and any advertising costs up to that point. The County Council will use its best endeavours within the statutory framework to bring your proposal to an early conclusion although it cannot guarantee the eventual outcome.
2. (a) I undertake to meet the County Council's full costs for carrying out the works necessary to bring the new path into a fit condition for public use.
- or
- (b) I undertake to carry out the necessary works myself or by employing a contractor to bring the new path into a fit condition for public use to the County Council's satisfaction. I also undertake to meet the County Council's full costs for the delivery of furniture, installing any necessary fingerposts and/or waymarking the new path.

Please be advised that if the necessary works are not completed to the required standard within 3 months of the Order being confirmed (unless agreed otherwise) then the County Council reserves the right to undertake the works and recharge you the full costs for carrying out those works.

3. I undertake the responsibility of cooperating in a timely manner with the County Council and assisting in the process where requested by the case officer. The County Council reserves the right to cease to process an application where the applicant fails to meet reasonable response deadlines set by the Case Officer (and an invoice will be raised for works undertaken to date).

7. I note that this application cannot be treated as confidential and a copy of this form and any accompanying documents may come into the public domain at any time. A copy of this form and any accompanying documents may also be disclosed upon receipt of a request for information under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000.

8. I give consent for the personal details that I have provided in this application form to be stored, as part of the original application form, on the relevant footpath file indefinitely.

**Signature of applicant and all registered landowners**

✕ Signature ..... Date .....

NAME IN CAPITAL LETTERS PLEASE.....

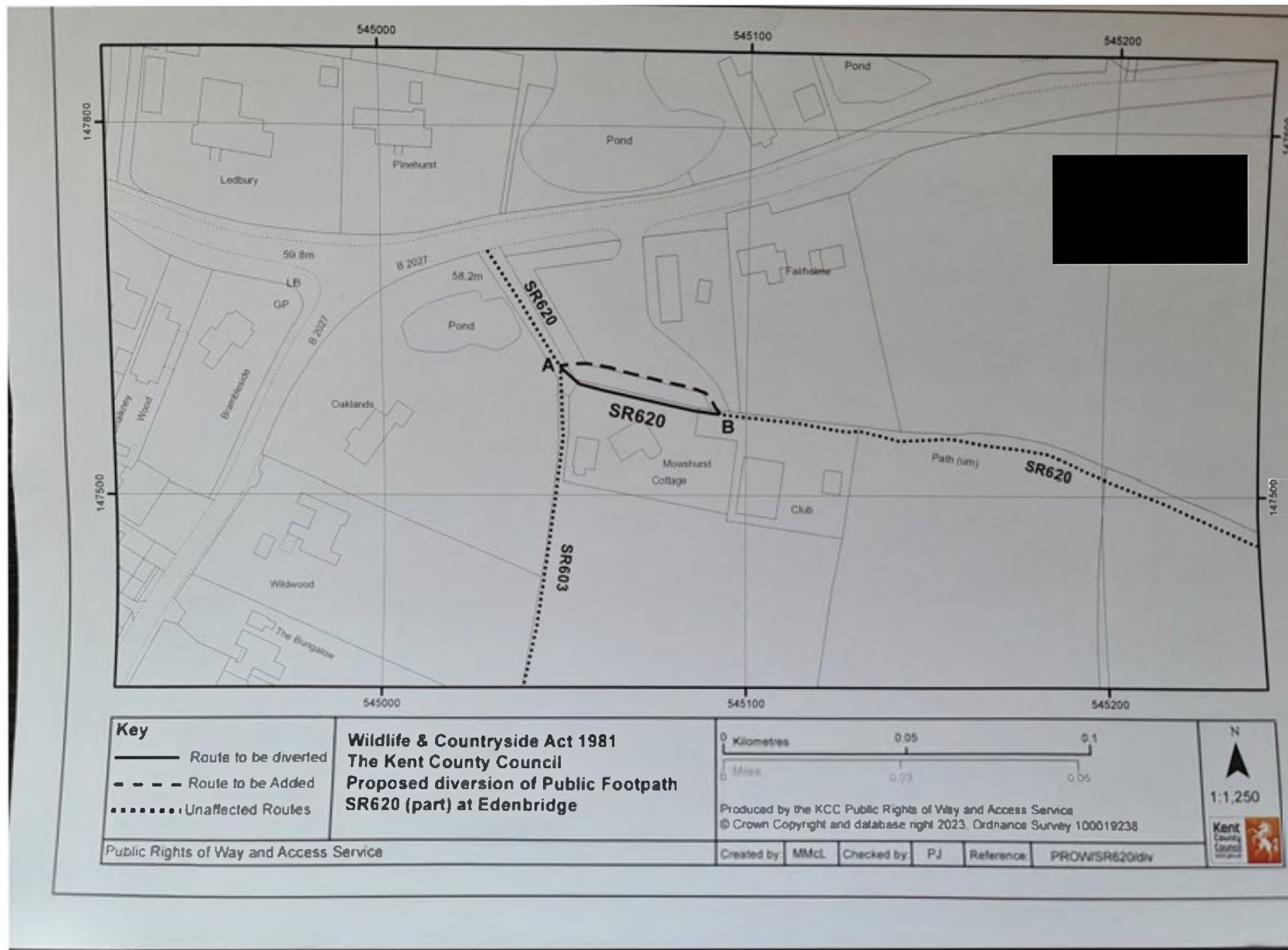
✕ Signature ..... Date .....

NAME IN CAPITAL LETTERS PLEASE.....

Signature ..... Date .....

NAME IN CAPITAL LETTERS PLEASE.....

Please ensure that the application form has been completed in full and is accompanied by a plan of the proposal at a scale of at least 1:2500, preferably based upon an Ordnance Survey Map extract providing you comply with their Copyright conditions. The plan will need to show the entire length of the existing path(s) concerned in a solid line and the proposed new route(s) in bold dashed lines, together with the location of any stiles, gates, bridges, culverts or other works necessary to bring the new route into effect. The extent of landownership(s) will also need to be shown on the plan and proof of ownership provided.



**These are the notes referred to on the following official copy**

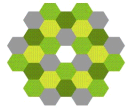
The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 09 March 2023 shows the state of this title plan on 09 March 2023 at 11:56:53. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. This title is dealt with by the HM Land Registry, Nottingham Office .

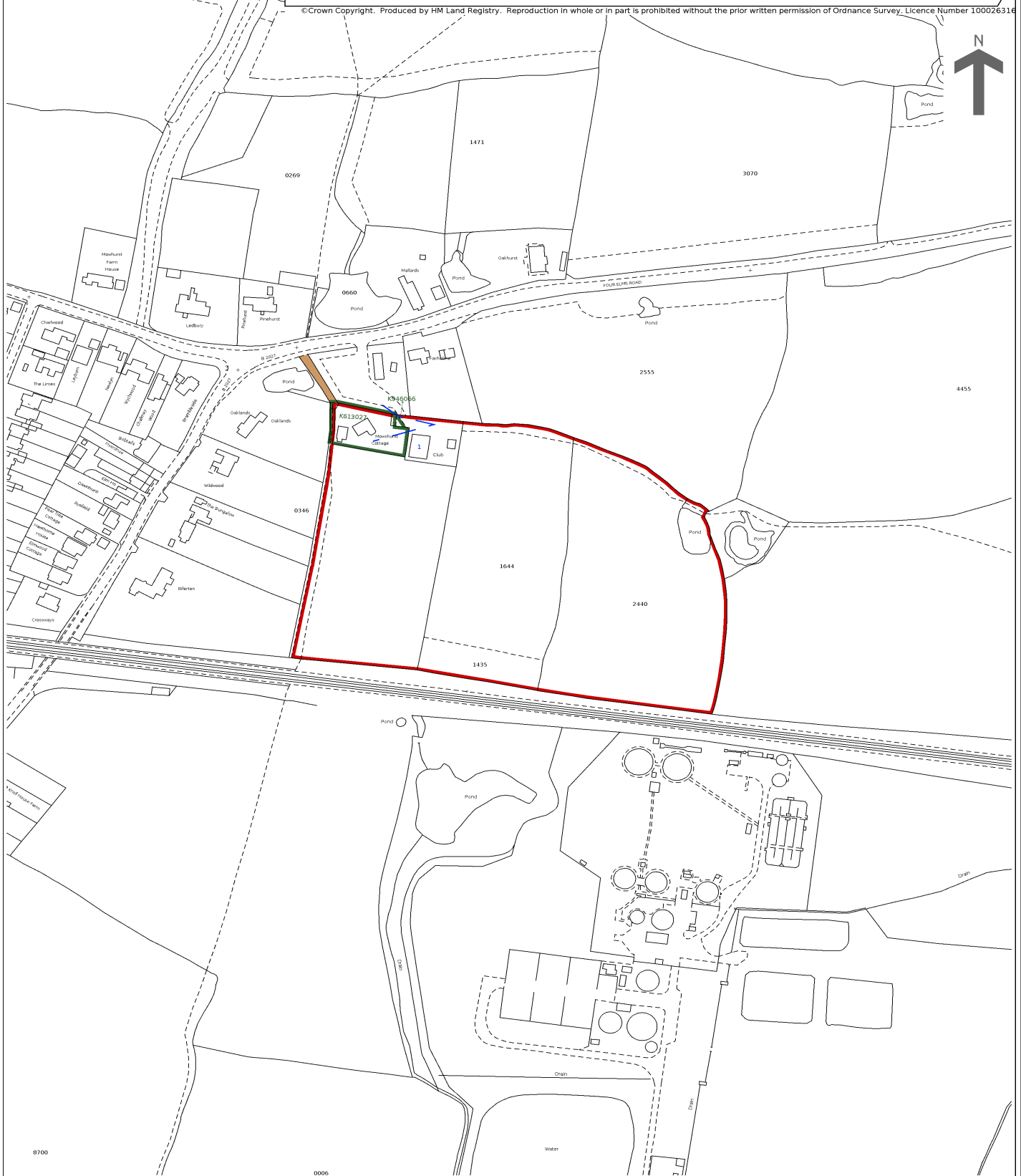




HM Land Registry  
Official copy of  
title plan

Title number **K373811**  
Ordnance Survey map reference **TQ4547SW**  
Scale **1:2500**  
Administrative area **Kent : Sevenoaks**

© Crown Copyright. Produced by HM Land Registry. Reproduction in whole or in part is prohibited without the prior written permission of Ordnance Survey. Licence Number 100026316



**This official copy is incomplete without the preceding notes page.**

# H.M. LAND REGISTRY

ion 1 opened 7.2.1972

TITLE NUMBER K373811

This register consists of 8 pages

## A. PROPERTY REGISTER

containing the description of the registered land and the estate comprised in the Title

ADMINISTRATIVE AREA  
(County, County Borough, etc.)

KENT

PARISH OR PLACE

EDENBRIDGE

The Freehold land shown and edged with red on the plan of the above title filed at the registry known as Mowshurst Poultry Farm together with the following right granted by a conveyance of the land in this title dated 12 September 1927 made between (1) Robert Rodolph Sorrell Dean and Catherine Elizabeth Sorrell Dean and (2) Henry Underwood:-

"Together with the benefit of the existing right of way in common with others for all purposes over the land as shown and coloured blue on the said plan."

Remark:-The land coloured blue referred to is tinted brown on the filed plan.

NOTE:-There are excluded from this title the hedge and ditch referred to in the following terms in the above-mentioned Conveyance dated 12 September 1927:-

"Excluding therefrom the hedge and ditch dividing the field 318 from No. 317 such ditch being four feet wide throughout measuring from the centre of the said hedge."

Remark:-The field 318 comprised the westernmost part of the land conveyed and No. 317 adjoined the western boundary.

The land is now in SEVENOAKS DISTRICT EDENBRIDGE PARISH (1.5.1975)

The land edged and numbered in green on the filed plan has been removed from this title and registered under the title number or numbers shown in green on the said plan. (16.9.86).

The land has the benefit of the following rights reserved by the Transfer dated 22 July 1986 referred to in the Charges Register:-

"EXCEPT AND RESERVED unto the Transferor for the benefit of the remainder of the land now comprised in Title Numbers K373811 and K428478 and edged green on the Plan ("the Retained Land") the easements rights and privileges mentioned in the Second Schedule hereto.

### THE SECOND SCHEDULE Exceptions and Reservations

1. The right to the free passage and running of water soil gas electricity and other services through the Service Installations now laid or constructed in on or under the Property and which serve the Retained Land subject to payment of a fair proportion of the cost incurred in cleaning maintaining repairing and renewing the same as are used in common such fair proportion to be determined in the event of dispute as hereinbefore provided
2. The right to enter after giving reasonable notice at all reasonable times (except in the case of emergency) upon the Property so far as may be necessary for the purposes of inspecting cleaning maintaining repairing and renewing the buildings walls fences and other boundary structures on the Retained Land and the Service Installations and Projections causing as little damage as possible and making good to the reasonable satisfaction of the Transferee any damage caused.

Continued.....

2

TITLE NUMBER K373811

### B. PROPRIETORSHIP REGISTER

stating nature of the Title, name, address and description of the proprietor of the land and any entries affecting the right of disposing thereof

TITLE ABSOLUTE

Proprietor, etc.	Remarks
<del>FREDERICK PETER HOCKLEY of Mowshurst Poultry Farm, Edenbridge, Kent, registered on 7 February 1972.</del>	<del>Price paid £12,000</del>
EDENBRIDGE PARISH COUNCIL of Edenbridge, Kent, registered on 1 May 1975.	Price paid £30000
RESTRICTION registered on 1 May 1975:-Except under an order of the registrar no disposition by the proprietor of the land is to be registered unless made in accordance with the Local Government Act 1933 or some other Act or authority.	
Proprietor now known as EDENBRIDGE TOWN COUNCIL	30.11.1989

### C. CHARGES REGISTER

containing charges, incumbrances, etc., adversely affecting the land and registered dealings therewith

The date at the beginning of each entry is the date on which the entry was made on this edition of the register.	Remarks
<del>7 August 1972-NOTICE of Deposit of Land Certificate with National Westminster Bank Limited, High Street, Edenbridge, Kent, registered on 7 August 1972.</del>	<del></del>
16 September 1986-The land is subject to the following rights granted by a Transfer of the land edged and numbered K613027 in green on the filed plan dated 22 July 1986 made between (1) Edenbridge Town Council (Transferor) and (2) Durhill Limited (Transferee):-  "TOGETHER WITH the easements rights and privileges mentioned in the First Schedule hereto.  <b>THE FIRST SCHEDULE</b> <b>Grant of Easements</b>  1. The right for the Transferee and all persons authorised by the Transferee to pass and repass at all times and for all purposes over the land coloured brown on the Plan.  2. (a) The right to the free passage and running of water soil gas electricity and other services through all drains channels sewers pipes wires cables watercourses gutters and other conducting media ("the Service Installations") now laid or constructed in on under or which belong to the Retained Land and which serve the Property subject to payment of a fair proportion of the cost incurred in cleaning maintaining repairing and renewing the same as are used in common such fair proportion to be determined in the event of dispute as hereinbefore provided.	Continued.....

Any entries struck through are no longer subsisting

TITLE NUMBER K373811

Page 3

C. CHARGES REGISTER

containing charges, incumbrances etc., adversely affecting the land and registered dealings therewith

Entry number	The date at the beginning of each entry is the date on which the entry was made on this edition of the register	Remarks
	<p>same) (b) The right (so far as the Transferor can grant or assign the continued use for the free passage and running of water soil gas electricity and other services through any other service installation presently serving the Property subject to payment of a fair proportion of the cost incurred in cleaning maintaining or repairing the same as aforesaid.</p> <p>3. The right to the free passage and running of soil through the foul drain shown with a blue line on the Plan the interceptor and shared pumping chamber part of which is laid under the Retained land subject to the Purchaser paying an annual maintenance charge of £50 the first payment to be made on the 1st of June 1987 and the subsequent payment on each anniversary thereof PROVIDED THAT the Vendor is entitled to increase the annual charge at any time after 1st June 1987 by an amount equivalent to the increase in the retail price index</p> <p>4. The right to enter after giving reasonable notice at all reasonable times (except in the case of emergency) upon the Retained Land so far as may be necessary for the purposes of inspecting cleaning maintaining repairing and renewing the buildings walls fences and other boundary structures on the Property and the Service Installations causing as little damage as possible and making good to the reasonable satisfaction of the Transferor any damage caused.</p> <p>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".</p> <p>NOTE :- The land coloured brown referred to falls outside this title. The blue line referred to is shown by a blue broken line on the filed plan so far as it affects the land in this title.</p>	
3.	<p>30 November 1989-The parts of the land affected thereby are subject to the leases set out in the Schedule of Leases hereto. The leases grant and reserve easements as therein mentioned.</p>	

Any entries struck through are no longer subsisting

TITLE NUMBER K373811

Page 5



A PROPERTY REGISTER - Continued

	Remarks
<p>3. All other rights easements quasi-rights and quasi-easements (other than of way) enjoyed in respect of the Retained Land over the Property as would be deemed to exist if the Retained Land and the Property had been used in their present state from time immemorial but by different owners". (16.9.1986).</p>	



Any entries struck through are no longer subsisting



