

# SOUTHBOROUGH TOWN COUNCIL



Tel: (01892) 529176

Southborough Civic Centre  
Council Offices  
137 London Road  
Southborough  
Kent TN4 0NA

## OPEN SPACES & ENVIRONMENT COMMITTEE

1<sup>st</sup> February 2024

Dear Councillor,

A meeting of the Open Spaces & Environment Committee will be held in the Southborough Civic Centre, 137 London Road, Southborough, Tunbridge Wells, KENT TN4 0NA on **Tuesday 6<sup>th</sup> February 2024 at 7.00 p.m.** at which your attendance is required.

All meetings and agendas are open to the public, except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

**Seating for the public will be allocated on a first come, first served basis, and cannot be guaranteed. If you want to attend the meeting in person, please advise the Deputy Town Clerk at [deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk) or call 01892 529176.**

Members of the public may speak under the Public Open Session, as long as 24 hours' notice of their wish to do so has been given to the Deputy Town Clerk, and that subject is relevant to this Committee. No speech may be longer than five minutes, except by resolution of the Committee or Council.

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### AGENDA

**TO: MEMBERS OF THE OPEN SPACES & ENVIRONMENT COMMITTEE:** Cllrs Lewis (Chair), Kinghorn (Deputy Chair), Figgett, Elliott, Hill, Opara, Spickett, Stewart and Wharton.

#### 1. APOLOGIES AND REASONS FOR ABSENCE

#### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

Members who have a disclosable pecuniary or other significant interest within the meaning set out in the Kent Code of Conduct 2021 in any matter appearing on the agenda, are invited to declare that interest at this stage and sign the register accordingly.

#### 3. PUBLIC OPEN SESSION

Standing Order 3(d): Members of the public may speak under this item as long as 24 hours' notice of their wish to do so has been given to the Deputy Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes, except by resolution of the Committee or Council.

#### **4. MINUTES**

The minutes of the meeting on 5<sup>th</sup> December 2023 were approved at Full Council on 14<sup>th</sup> December 2023.

#### **5. INCOME AND EXPENDITURE**

Council Members to review the previously supplied income and expenditure reports relating to Open Spaces for the period 1<sup>st</sup> – 30<sup>th</sup> November and 1<sup>st</sup> – 31<sup>st</sup> December 2023. Accounts are generally one month in arrears and January's are not available yet.

#### **6. MAY DAY 2024 – SOUTHBOROUGH COMMON**

Council Members to confirm approval for the 2024 May Day Event, scheduled for 6<sup>th</sup> May 2024 11 a.m. – 7 p.m. on Southborough Cricket Pitch, Southborough Common. Council Members to discuss and reach a decision accordingly. The list of activities for the day are to follow.

#### **7. PLAYING FIELDS – CONTAINER HARDSTANDING**

Council Members to see the previously supplied emails between residents and officers regarding the hardstanding area left after removal of the football club container. The Deputy Town Clerk will give a verbal update, so Council Members can discuss and reach a decision accordingly.

#### **8. HOLDEN POND & ADJACENT LAND – UPDATE**

Council Members to note the previously supplied resident email and update from Pete the Pond.

#### **9. KCC KENT HIGHWAYS – FOOTPATH CONSULTATION UPDATE**

Council Members to see the previously supplied email update and comments from William Barfoot, Definitive Map Officer at KCC, regarding the proposed footpath diversion (REF: PROW/WS15/1701). Council Members to discuss and reply accordingly.

#### **10. CONFIDENTIAL MATTERS**

It is proposed that during the consideration of the following items, the public and press shall be temporarily excluded (Standing Order 3 (c): -

“Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted, or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.”

These items are considered confidential for the following reasons (s).

Information relating to the financial and personnel affairs of the Council.

##### **a) INVASIVE SPECIES – JAPANESE KNOTWEED ON THE COMMON**

Council Members to see the previously supplied report by the Deputy Town Clerk, emails/quotes from Weed Management, Complete Weed Control, Eco Control Solutions and Inspectaslr, as well as the TWBC Japanese Knotweed Management Plan. Council Members to discuss and reach a decision accordingly.

**b) WATER TAP – TOWN SQUARE**

Council Members to see the previously supplied email/quote from Baxall and reach a decision accordingly.

**c) FLORAL SURVEYS – SOUTHBOROUGH CEMETERY**

Council Members to see the previously supplied quote from KHWP for Floral Surveys in Southborough Cemetery and to reach a decision accordingly.

**d) COMMEMORATIVE TREES – KING CHARLES III & QUEEN'S CANOPY PROJECT**

Council Members to see the previously supplied email/quote from Treework and to reach a decision accordingly.

**Ms Carolyn Ripley  
Deputy Town Clerk  
1<sup>st</sup> February 2024**

# Received Income Transactions

Start of year 01/04/23.

received between 01/11/23 and 30/11/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
STR1 NOV 23	01/11/23	510		£47.30	£0.00	£47.30	200/3	Stripe	Tennis courts
FPI OS NOV	06/11/23	512		£683.00	£0.00	£683.00	200/1		Rent
EASE1	09/11/23	517		£127,400.00	£0.00	£127,400.00	208	HHJV LIMITED	Easement
FPI13112371a	13/11/23	518	STCA391	£11.08	£0.00	£11.08	203		Plot 71a Yew Tree
rent Nov 23SR	27/11/23	534		£598.00	£0.00	£598.00	201/1		Rent
FPI OS DEC	27/11/23	535		£683.00	£0.00	£683.00	200/1		Rent
FPI301123SP	30/11/23	536	STCCB404	£1,538.44	£0.00	£1,538.44	201/2	Henry Paul Funerals	Interment
<b>Total</b>				£130,960.82	£0.00	£130,960.82			

# Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/11/23 and 30/11/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BG1 NOV 23	01/11/23	614		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
TRD NOV 23	01/11/23	615		£63.48	£10.58	£52.90	Trade UK	Tools 249/4
D&G NOV 23	01/11/23	616		£19.99	£3.33	£16.66	D&G Appliance Plan	White goods Pennington 253/1
BG5 NOV 23	07/11/23	648		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF6 NOV 23	09/11/23	640		£16.00	£0.76	£15.24	Edf Energy	Elec ST peter's Church - 420 258/3
EDF8 NOV 23	09/11/23	641		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
13/2023	13/11/23	619		£400.00	£0.00	£400.00	Wise Stonecraft	Grave Digging 257/11
484N	13/11/23	620		£4,100.04	£683.34	£3,416.70	SKF Contractors Ltd	common foot path 254/1
724	13/11/23	622		£546.00	£0.00	£546.00		Refund of grave deed 257/9
3166	13/11/23	623		£696.00	£116.00	£580.00	Treework	Emergency works 249/1
W166403	13/11/23	625		£1,842.00	£307.00	£1,535.00	Kidman's Ltd	Mower 249/4
W1664031	13/11/23	626		£101.96	£16.99	£84.97	Kidman's Ltd	Equipment 249/4
W166403-2	13/11/23	627		£83.12	£13.85	£69.27	Kidman's Ltd	Equipment 249/4
494N	13/11/23	645		£600.00	£100.00	£500.00	SKF Contractors Ltd	Remembrance 254/1
LBBC NOV 23	15/11/23	591		£35.99	£6.00	£29.99	STC Amazon Account	Various Plant Bulbs 249/7
LBBC NOV 23	15/11/23	592		£105.57	£17.59	£87.98	STC Amazon Account	Various Plant Bulbs 249/7
LBBC NOV 23	15/11/23	593		£23.10	£3.85	£19.25	STC Amazon Account	Grave Marker 257/2
LBBC NOV 23	15/11/23	610		£447.84	£74.64	£373.20	Workplace Depot Ltd	Petrol Storage Box 249/4
LBBC NOV 23	15/11/23	639		£19.76	£3.29	£16.47	STC Amazon Account	Various Plant Bulbs 249/7
TWBC6NOV 23	15/11/23	650		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4
CW2 NOV 23	17/11/23	658		£24.23	£0.00	£24.23	Castle Water SE	Watter Allotments 250/2
CW10 NOV 23	17/11/23	659		£53.86	£0.00	£53.86	Castle Water SE	Watter Allotments 250/2
CW7 NOV 23	22/11/23	665		£14.98	£0.00	£14.98	Castle Water SE	Water Pennington 253/5
SEFe3 NOV 23	27/11/23	663		£131.36	£6.26	£125.10	SEFE	Cemetery 257/7
V1 NOV 23	28/11/23	664		£2,185.01	£364.17	£1,820.84	Veolia UK Ltd	Waste removal 249/6
497	30/11/23	666		£1,056.00	£176.00	£880.00	SKF Contractors Ltd	Clear rotten shed at cemetery 257/2
3404	30/11/23	668		£1,812.00	£302.00	£1,510.00	Treework	Christmas Trees 249/2

# Paid Expenditure Transactions

Start of year 01/04/23.

paid between 01/11/23 and 30/11/23, for the Open Spaces & Environment Committee

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
3404	30/11/23	669		£936.00	£156.00	£780.00	Treework	Tree work	249/2
439424	30/11/23	673		£1,428.00	£238.00	£1,190.00	Pallet Handling Penshurst	Allotment gate	250/1
439404	30/11/23	674		£996.00	£166.00	£830.00	Pallet Handling Penshurst	Ridgewaye gate	250/1
25512	30/11/23	676		£1,728.00	£288.00	£1,440.00	Poulton Remedial Services Ltd	Damp treatment Pennington Bungalow	253/6
3411	30/11/23	677		£384.00	£64.00	£320.00	Treework	Tree work	249/2
1905	30/11/23	680		£1,482.73	£247.12	£1,235.61	Foster Landscapes Ltd	ROSPA Repair List	249/3
499N	30/11/23	681		£3,000.00	£500.00	£2,500.00	SKF Contractors Ltd	Allotment Clearance	257/2
<b>Total</b>				£24,849.36	£3,882.55	£20,966.81			

# Received Income Transactions

Start of year 01/04/23

received between 01/12/23 and 31/12/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
STR1 DEC 23	01/12/23	542		£33.84	£0.00	£33.84	200/3	Stripe Tennis courts
fpi 051223so1	05/12/23	403	STCCB344	£3,300.01	£550.00	£2,750.01	200/2	Mrs S Oakford Lease charge
fpi051223so2	05/12/23	404	STCCB345	£90.00	£15.00	£75.00	200/2	Mrs S Oakford Lease charge
FPI05122393b	05/12/23	537	STCA405	£11.08	£0.00	£11.08	203	Plot 93b Yew tree
FPI081223SF	08/12/23	541	STCCB407	£536.39	£0.00	£536.39	201/2	Southborough Funeral Services Interment
FPI191223SO	19/12/23	564	STCCB418	£3,300.01	£550.00	£2,750.01	200/2	Mrs S Oakford Lease charge
FPI191223SO	19/12/23	565	STCCB419	£90.00	£15.00	£75.00	200/2	Mrs S Oakford Lease charge
FPI271223om	27/12/23	560	STCCB415	£113.40	£18.90	£94.50	205/2	Land Hire
FPI OS DEC1	27/12/23	574		£683.00	£0.00	£683.00	200/1	Rent
rent DEC 23SR	27/12/23	575		£598.00	£0.00	£598.00	201/1	Rent
<b>Total</b>				£8,755.73	£1,148.90	£7,606.83		

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/12/23 and 31/12/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
D&G DEC 23	01/12/23	730		£19.99	£3.33	£16.66	D&G Appliance Plan	White goods Pennington 253/1
BG1 DEC 23	01/12/23	731		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
TRD DEC 23	01/12/23	734		£674.25	£112.38	£561.87	Trade UK	Tools 249/4
SEFe3 DEC 23	04/12/23	735		£7.80	£0.37	£7.43	SEFE	Cemetery 257/7
BG5 DEC 23	07/12/23	732		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF6 DEC 23	08/12/23	736		£16.00	£0.76	£15.24	Edf Energy	Elec st peter's Church - 420 258/3
EDF8 DEC 23	08/12/23	737		£127.00	£6.05	£120.95	Edf Energy	Elec Pavillion 161 253/4
439592	14/12/23	689		£40.20	£6.70	£33.50	Pallet Handling Penshurst	Ridgewaye gate 250/1
438814	14/12/23	692		£540.00	£90.00	£450.00	Pallet Handling Penshurst	Hockey field Gate 255/1
439510	14/12/23	693		£1,254.00	£209.00	£1,045.00	Pallet Handling Penshurst	Cemetery fence 257/2
289	14/12/23	703		£220.00	£0.00	£220.00	JLM Pest Control	Mouse infestation 257/1
439597	14/12/23	704		£2,280.00	£380.00	£1,900.00	Pallet Handling Penshurst	Cemetery fence 257/2
1933	14/12/23	729		£300.00	£50.00	£250.00	Foster Landscapes Ltd	Playground inspection 249/3
LBBC DEC 23	15/12/23	712		£24.30	£4.05	£20.25	Corkers	Topsoil 257/11
LBBC DEC 23	15/12/23	718		£31.99	£5.33	£26.66	STC Amazon Account	Lazer Level 249/4
LBBC DEC 23	15/12/23	719		£32.99	£5.50	£27.49	STC Amazon Account	Step Ladder 249/4
LBBC DEC 23	15/12/23	720		£69.99	£11.66	£58.33	STC Amazon Account	Rock Salt Spreader 249/4
LBBC DEC 23	15/12/23	724		£32.00	£5.33	£26.67	STC Amazon Account	JUMBO Sacks 249/4
TWBC6 DEC	15/12/23	754		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4
CW10 DEC 23	19/12/23	765		£21.76	£0.00	£21.76	Castle Water SE	Watter Allotments 250/2
CW2 DEC 23	20/12/23	764		£55.95	£0.00	£55.95	Castle Water SE	Watter Allotments 250/2
CW7 DEC 23	21/12/23	763		£10.14	£0.00	£10.14	Castle Water SE	Water Pennington 253/5
SEFe7 DEC 23	27/12/23	758		£21.30	£1.01	£20.29	SEFE	Cemetery 257/7
SEFe8 DEC 23	27/12/23	759		£195.84	£9.33	£186.51	SEFE	Cemetery 257/7
V1 DEC 23	28/12/23	750		£2,748.59	£458.10	£2,290.49	Veolia Uk Ltd	Waste removal 249/6



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/12/23 and 31/12/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
<b>Total</b>				£9,113.43	£1,370.63	£7,742.80		

**RE: ITEM 7 – PLAYING FIELDS, CONTAINER HARDSTANDING**

**EMAILS FROM RESIDENTS**

**From:** [REDACTED]  
**Sent:** Tuesday, January 30, 2024 9:14 AM  
**To:** Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>  
**Cc:** Admin <admin@southboroughcouncil.co.uk>; Clerk <clerk@southboroughcouncil.co.uk>  
**Subject:** RE: Southborough Ridgeway Playing Fields

Hello Carolyn

I just wanted to say a big thank you for arranging to have the hard standing area in the Ridgeway cleared. It makes a big difference and will prevent further incidents.

Kind regards

[REDACTED]

----- Original Message -----

**From:** [REDACTED]  
**To:** "Deputy Clerk" <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>  
**Cc:** "Admin" <[admin@southboroughcouncil.co.uk](mailto:admin@southboroughcouncil.co.uk)>; "Clerk" <[clerk@southboroughcouncil.co.uk](mailto:clerk@southboroughcouncil.co.uk)>  
**Sent:** Thursday, 21 Dec, 23 At 16:31  
**Subject:** RE: Southborough Ridgeway Playing Fields  
Hello Carolyn

Many thanks for taking swift action. We're in the darkest days of the year and the Hera panels should certainly help in the interim.  
I appreciate some thought needs to go into the final result, but your quick action is much appreciated.

Have a wonderful Christmas break.

Kind regards

[REDACTED]

----- Original Message -----

**From:** "Deputy Clerk" <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>  
**To:** [REDACTED] >  
**Cc:** "Admin" <[admin@southboroughcouncil.co.uk](mailto:admin@southboroughcouncil.co.uk)>; "Clerk" <[clerk@southboroughcouncil.co.uk](mailto:clerk@southboroughcouncil.co.uk)>  
**Sent:** Thursday, 21 Dec, 23 At 15:00  
**Subject:** RE: Southborough Ridgeway Playing Fields

Hi [REDACTED],

Thank you for coming back to me with those details – much appreciated.

The area has now been zoned off with Heras panels, until such time as Councillors formally discuss what they are happy for me to do in the New Year. As I understand it, there was talk of a small tree at some point, as I believe a tree was taken out to accommodate the container, which was needed during the development of the Hub project by the football club. Whilst we knew there was some roadstone, I can see the area also had this wooden edging put in by someone involved in the project and/or the club, and that is clearly the main cause of the incidents. I only rejoined the Council in September 2020, so was unaware of this situation. Once things are reported to us and we know, we will always take action as needed.

I will definitely keep you informed of further developments.

Many thanks.

**Kind Regards**

**Miss Carolyn Ripley**

**Deputy Town Clerk**

**From:** [REDACTED]  
**Sent:** Thursday, December 21, 2023 1:23 PM  
**To:** Deputy Clerk <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>  
**Cc:** Admin <[admin@southboroughcouncil.co.uk](mailto:admin@southboroughcouncil.co.uk)>; Clerk <[clerk@southboroughcouncil.co.uk](mailto:clerk@southboroughcouncil.co.uk)>  
**Subject:** RE: Southborough Ridgeway Playing Fields

Dear Carolyn

Thank you for your reply. It is indeed encouraging to know you are looking into the matter as a priority.

I've added further details below for each incident, which I hope is sufficient. My elderly friend [REDACTED] doesn't have access to email and is not used to correspondence and has therefore asked me to confirm the details of her accident below, which I have done.

Name: [REDACTED]

Date: 13 January 2023 around 6:00pm

Injury: Dislocated left shoulder. [REDACTED] received treatment at Pembury hospital the same day. Recovery time 12 weeks.

Address: [REDACTED]

Name: [REDACTED]

Date: 4 December 2023 around 6:45am

Injury: Wrenched right shoulder, aggravating arthritis. Recovery time 1 week.

Address: [REDACTED]

I look forward to hearing the results of your assessment.

Kind regards

[REDACTED]

----- Original Message -----

From: "Deputy Clerk" <deputyclerk@southboroughcouncil.co.uk>

To: "[REDACTED]"

Cc: "Clerk" <clerk@southboroughcouncil.co.uk>; "Admin" <admin@southboroughcouncil.co.uk>

Sent: Wednesday, 20 Dec, 23 At 10:46

Subject: RE: Southborough Ridgeway Playing Fields

Dear [REDACTED],

Following on from my email yesterday, I wanted to update you and ask for some further information. I do apologise that I put Mr also on that last email, it was later in the day and it had been a tiring one, but I wanted to reply immediately, so you knew we had your email and were taking it seriously.

Since your email, I have had another email from another resident about a situation with her dog at the start of 2023. I just need to ask, did you report the incident with your son that you mention? We keep a database of issues and actions taken, but on investigation there is nothing listed for this area, otherwise we would have taken action. I would appreciate it if could give me more details about your son's incident in January 2023, so I can log things correctly? How is he doing now?

I am not sure if your friend is the same resident as has now contacted me, but if not, then I would ask that they contact me directly also to log the details of their incident last week and to take their direct contact details.

I will go and look personally tomorrow. I sent our Ground Staff Team out this morning and a fencing contractor is en route also today, to assess fencing off to make safe. Councillors will need to formally discuss this at committee in the New Year and decide what they want to do e.g. return to grass or plant a tree etc. But our team will make it safe in the meantime. We were unaware that this was a trip hazard as it is off the main footpath, but appreciate that the area is probably used as a shortcut across the fields.

I will keep you updated, but do not hesitate to contact me on the direct number below if you want to discuss further.

Kind Regards

Miss Carolyn Ripley

Deputy Town Clerk

**From:** Deputy Clerk  
**Sent:** Tuesday, December 19, 2023 4:45 PM  
**To:** [REDACTED]  
**Cc:** Clerk <clerk@southboroughcouncil.co.uk>; Admin <admin@southboroughcouncil.co.uk>  
**Subject:** RE: Southborough Ridgeway Playing Fields

Dear [REDACTED]

Thank you for your email.

I was obviously shocked by the events you describe, since I am not aware of any of these incidents having been reported to the Town Council directly because we keep a log and take immediate action.

I need to speak to the Town Clerk and investigate the area, so I can report back accurately. We are not responsible for any street lighting though. As a landowning Council only, we only have jurisdiction over our land. Rest assured, we take the issue seriously. I will need to investigate personally on Thursday.

I will be in touch shortly.

**Kind Regards**

**Miss Carolyn Ripley**

**Deputy Town Clerk**

**From:** [REDACTED]  
**Sent:** Tuesday, December 19, 2023 4:28 PM  
**To:** Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>  
**Subject:** Southborough Ridgeway Playing Fields

Attn: Deputy Clerk - [deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)

Ref: Southborough Ridgeway Playing Fields

Dear Sir/Madam

I'm reporting two separate incidents in the Ridgeway playing fields so you can take the necessary steps to prevent further injuries.

In both cases a member of the public tripped over the hard standing area close to the entrance to the Ridgeway playing fields; adjacent to the Hockey Field. The hard standing area is a large oblong graveled area surrounded by wooden planks circa seven inches high. The area was previously used to park a container during the building program. There is no lighting in this area and no barriers around the trip hazard. Both incidents occurred in the winter when it was dark.

The first incident occurred in January 2023 when my son was walking in the later afternoon. He tripped over the hard standing area and dislocated his shoulder. Fortunately we were able to get to Pembury hospital where his shoulder was put back in place by a doctor.

The second incident occurred last week (December 2023), when my friend also tripped over the hard standing area, fortunately she sustained only minor injuries.

As the hard standing area is right next to the footpath and the lighting so poor, there is clearly a risk of another incident. Therefore please give this your urgent attention and confirm what actions will be taken to prevent further injuries.

Kind regards

[REDACTED]

**From:** Deputy Clerk  
**Sent:** Wednesday, December 20, 2023 12:26 PM  
**To:** [REDACTED]  
**Cc:** Clerk <clerk@southboroughcouncil.co.uk>; Admin <admin@southboroughcouncil.co.uk>  
**Subject:** RE: Trip hazard in Ridgewaye

Hi [REDACTED],

Thanks for coming back to me.

I can see from photos that I have been sent by our fencing contractor that the ground is quite raised, even before the stone area. We had no idea about this wooden edging, which appears to be the cause here.

We are a really proactive Council. We may only be a small team of four, but we are very diligent and will always help and take action if things are reported to us. So, I would just urge you to get in contact, should you be worried about anything on Town Council land. We do not want any harm to come to anyone, and as a team of animal lovers and owners, we are sorry that Freddie had this accident. We do hope he is fully recovered now.

The fencing contractor will attend in the next day or so before Christmas to erect Heras panels to zone off the area. I will then put it to Councillors for a decision. The next Open Spaces committee, which I clerk, will be on 6<sup>th</sup> February 2024, so I will put this item for discussion and keep you posted.

Please do not hesitate to contact us via our main telephone 01892 529176 or [info@southboroughcouncil.co.uk](mailto:info@southboroughcouncil.co.uk) in future, should you have any concerns or need assistance. You also have my direct line listed below.

**Kind Regards,**

**Miss Carolyn Ripley**  
**Deputy Town Clerk**

**From:** [REDACTED]  
**Sent:** Wednesday, December 20, 2023 11:28 AM  
**To:** Deputy Clerk <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>  
**Subject:** Re: Trip hazard in Ridgewaye

Hi Carolyn

Thanks for your prompt response. I do not have an exact date but it was probably around January time this year when it was still dark at 6.30am (time I start my walk). [REDACTED] (border collie) ran into the wooden edging at speed and sliced his leg and twisted his "wrist" (ie, the lower joint of his front leg).

I did not report it as I did not think anyone would do anything about it. It has just been hearing of the incident where [REDACTED] slipped and dislocated his shoulder and then [REDACTED] fell over it that I thought I ought to let you know. My phone number is [REDACTED] if you need it. I have just avoided that area altogether now to avoid a repeat. It is by trees so don't think another tree would help but if it can be levelled to the surrounding area and returned it would solve the issue. Thanks!

[REDACTED]

On Wednesday, 20 December 2023 at 10:34:16 GMT, Deputy Clerk  
<[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)> wrote:

Dear [REDACTED],

Thank you for your email.

I was contacted by email yesterday by another resident reporting two incidents, one also from the start of last year, involving the previous roadstone hardstanding area where a football club container used to sit. I was sorry to hear that your dog tripped, whether animal or human, we take all reports seriously. May I ask, did you report this incident to us last year? We do keep a database of issues and actions taken, though I can see no note on this area at all in the past year, or action would have been taken immediately. Is your dog okay, what was his injury? Do you have a contact number I can log against this issue also, in case we need to ring you? I need to log full details and incident date, which I will ask the other resident to do also.

I intend to look personally myself tomorrow, which I advised the other resident yesterday. In the meantime, I sent our Ground Staff team out, as well as our fencing contractor. I am waiting for the fencing contractor to come back to me about zoning it off, as we were unaware it was a trip hazard being situated away from the footpaths. We would need to zone it off until we can remove it. I think Councillors will need to discuss what they want to do in this area in the New Year, whether they want to return to grass or plant a tree, which I recall was a possible option. Our team can assess and make safe in the meantime.

I will keep you updated, but do not hesitate to contact me if you want to discuss further.

**Kind Regards,**

**Miss Carolyn Ripley**

**Deputy Town Clerk**

**From:** [REDACTED]  
**Sent:** Wednesday, December 20, 2023 10:16 AM  
**To:** Deputy Clerk <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>  
**Subject:** Trip hazard in Ridgeway

Dear Miss Ripley

I understand you have recently been in email correspondence with a fellow dog-walker at the Ridgeway about the trip hazard at the entrance to the field where a shipping container used to be for storage of football club equipment whilst the new pavilion was built.

I just wanted to let you know that my dog injured himself on this too when running through in the dark at the start of this year. If there is anything you can do to get this removed it would be greatly appreciated.

Thank you

[REDACTED]



**RE: ITEM 8 – HOLDEN POND & ADJACENT LAND UPDATE**

**EMAIL FROM RESIDENT**

**From:** Deputy Clerk

**Sent:** Thursday, January 18, 2024 1:35 PM

**To:** [REDACTED]

**Cc:** Clerk <clerk@southboroughcouncil.co.uk>; Admin <admin@southboroughcouncil.co.uk>

**Subject:** RE: Town Council Land Adjacent Holden Pond K585775 - Land Survey

Hi [REDACTED]

Thank you for such a thoughtful email. We have contracted Pete the Pond and his team to carry out works on the pond and that adjacent piece of land, which is also crucial wildlife habitat. I saw them mid-week but will pop down to take some pictures and we will put it on our website and social media, to explain what we are doing and why. Pete is lovely and very knowledgeable, so we are really pleased to have him on board! I think he is due to be on TV soon with another project. Quite a character with a parrot on his shoulder. He will be back in the Spring to do further pond works and assess that piece of land again for further development.

Thanks for taking the time to send us that email. We really appreciate positive feedback.

**Kind Regards,**

**Miss Carolyn Ripley**

**Deputy Town Clerk**

**From:** [REDACTED]

**Sent:** Thursday, January 18, 2024 1:11 PM

**To:** Deputy Clerk <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>

**Subject:** Re: Town Council Land Adjacent Holden Pond K585775 - Land Survey

Hi Carolyn

I just wanted to drop a line to thank 'you' and 'all involved' for the wonderful job done to the area between Holden House and the pond. It looks absolutely fantastic !!! Brilliant job !!!

Many thanks

[REDACTED]

# P.T.P.

Pond construction, hard landscaping

Pond consultants, native aquatic supplier

P. J. BIRCHALL  
4 WINDOVER WAY, WILLINGDON  
EAST SUSSEX BN22 0RQ  
Telephone: 01323 507740 Mobile: 07970 891711  
E-mail: [peter.birchall@dsl.pipex.com](mailto:peter.birchall@dsl.pipex.com)  
[www.petethepond.co.uk](http://www.petethepond.co.uk)

Date: 18.01.2024

*Client's name: Carolyn Ripley, Council offices, 137 London Rd, Southbrough, Kent, TN4 0NA*

Project name: Holden corner adjacent wildlife wooded area by pond

## Update report

PAGE 001

This is an update small synopsis of what we have achieved within the woodland area and an update of work going forward.

With this report also I shall add a management plan and costing for future works that could be under taken within this small wooded area to enhance for better use by schools and public but improve biodiversity.

We have managed to dig out and open up the stream from its possible start area all the way to the pipe into the main pond within this stream area that is a small pond which has great part cover of willow trees giving super habitat for small birds, but also gives this little pond a great look for public we have cleared the pond out and built a small dam to keep water level to a better height so it could be used for pond dipping.

It has now had a safety shelf constructed around the inside edge of the pond so quite safe for all children use,

We have also made up little puddle pools as a small wetland area just back from this little pond as the ground has springs here so quite a boggy area perfect for a small wetland area for frogs and toads,

We have had a tidy up around the wood clearing dead fallen branches and opening up ground for better light for ground flora, within the lower end of the wood we added a logged edge pathway which now winds through this part of the wood giving dog walkers and people a little area of woodland to safely walk through without trampling all wildflowers growing around woodland.

We have created with sticks and logs beetle habitat structures and hibernaculum's around the woodland, reusing and repurposing branches we created a habitat hedge at top area of woodland to help screen off the open area giving better privacy for residents and securing the boundary of the woodland.

We have created an area where public can now use as a small picnic area or schools for a forest school area this is in a domed natural willow tree which we opened up and cut back to give this a useable space.

Now there are more space here to carry on with added pathways around the site where children could use in school groups to go on bug hunts or for general public to just walk around the area by building a log pathway it protects areas for wildflower growth and also for insects and small creatures to have areas not trampled and so protected and safe. This helps in the increase of biodiversity.

There will be a need here of ongoing management of bramble growth and falling branches and trees And keeping any litter at bay and pathways open.

Also by adding more native flora to increase species levels enhances the area as well.

# P.T.P.

Pond construction, hard landscaping

Pond consultants, native aquatic supplier

P. J. BIRCHALL  
4 WINDOVER WAY, WILLINGDON  
EAST SUSSEX BN22 0RQ  
Telephone: 01323 507740 Mobile: 07970 891711  
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[www.petethepond.co.uk](http://www.petethepond.co.uk)

Date: 18.01.2024

Client's name: *Carolyn Ripley, Council offices, 137 London Rd, Southbrough, Kent, TN4 0NA*

Project name: Holden corner adjacent wildlife wooded area by pond

## Update report

PAGE 002

As for a costing for us to keep the area tidy and managed I would offer a yearly plan To attend the area about five times over the year to cut back brambles and reset pathways and use any fallen branches to create new habitats piles and add native woodland flora. This would be a five days of work over the year with a spring day, three for summer when most growth and a winter tidy up. We would also during these days check the main pond and plant bays keep these in check and add new plants when required, stream flow and keep open stream.

I estimate this as a costing to be £ 3,900.00

A lot of this could be attended to by your own grounds staff quite easily we are just an extra with possible greater knowledge of pond environments and expertise in creation of habitats with time to do so with my team, and happy to enter water to remove rubbish or bad things. This above cost would be for the years work and I would invoice one in June and one invoice in October So you would see the work achieved before you require paying for it, by having the two invoices just helps our cash flow over the year.

I would do a write up and end of year report and costing for the next year which would be a fixed cost.

As an eco friendly company we do our very best to recycle all we can on a project to stop waste of all sorts going to land fill.

We do our best to not go over estimated price and any work other than estimated for will be priced up separately before undertaking.

We work on reputation and rely on our good name being passed on to others.

We work to help increase biodiversity which helps our native wildlife.

## **RE: ITEM 9 – KCC FOOTPATH CONSULTATION UPDATE**

### **EMAIL FROM WILLIAM BARFOOT/KCC**

**From:** [William.Barfoot@kent.gov.uk](mailto:William.Barfoot@kent.gov.uk) <[William.Barfoot@kent.gov.uk](mailto:William.Barfoot@kent.gov.uk)>

**Sent:** Tuesday, January 16, 2024 2:25 PM

**To:** Deputy Clerk <[deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk)>

**Cc:** Clerk <[clerk@southboroughcouncil.co.uk](mailto:clerk@southboroughcouncil.co.uk)>; Admin <[admin@southboroughcouncil.co.uk](mailto:admin@southboroughcouncil.co.uk)>

**Subject:** RE: Proposed diversion of Public Footpath WS15 (part), Southborough

Good Afternoon

Thank you for the Town Council's comments.

I have passed these to the applicant and also looked into your comments myself. I would appreciate if the Town Council could consider these further comments and clarifications and if possible get back to me next week?

- a) The legislation around diverting a public footpath (Highways Act 1980 S.119) sets out specific legal tests which the County Council must consider if they have been met. The questions within the response slip are based upon these legal tests. As such, whilst I appreciate you may not agree with this concept, the legislation dictates that not only if the landowner's interest relevant, it is actually one of the legal tests which must be met for the County Council to consider making a diversion order.
- b) In an order is made then it will direct that a route with a minimum of 2.0 metres is provided by the applicant. This has been agreed between KCC and the applicant. I.e. If it was diverted a 2.0 metre width footpath would be provided and it would need to be relatively flat (a very slight camber would be useful for drainage) for the diverted section.
- c) The test for this is the impact it would have on enjoyment of the route as a whole; I have just noticed that is missing from the consultation response slip and will look to amend this for future. This means that any user experience of the whole of Public Footpath WS15 and how it may change with the diversion needs to be considered by the County Council, can I ask the Town Council to also consider the impact of the enjoyment of the route as a whole.

Regarding this point, the applicant's agent has the following to say

'It is important to state that the proposed diversion seeks to regularise the existing unlawful route which has been in place for circa 40 years. The lawful route which runs through the front part of the property is considered to offer a less desirable route as it runs through a private property which has the potential to create conflict. The proposed diversion will separate the public's enjoyment of the PRow from the private use of the drive / garden associated with the current property and going forward with the approved development of 4 houses. We consider that the extent of the diversion does not materially alter the length, safety, quality or enjoyment of the PRow when considered as a whole.'

Regarding the obstruction, the County Council is aware of this. This does not stop the applicant from applying for a diversion. However, the guidance for the County Council clearly dictates that any such obstruction cannot be considered when looking at the legal tests for diversion, the route must be considered as if open and available to the public, it is this the County Council will do.

Regarding the development, this was a separate decision taken by TWBC, we are currently considering the proposed diversion of the public footpath, not the suitability of the development or any other planning matters.

I hope this helps to clarify some matters. I would appreciate if the Town Council could consider my points of clarification and the applicant's comments and return to me with any further comments as soon as possible (preferably next week if possible).

Kind Regards

Mr William Barfoot | Definitive Map Officer | PROW & Access Service | Kent County Council | Invicta House, Maidstone, ME14 1XX | Tel: 03000 418674 | [www.kent.gov.uk](http://www.kent.gov.uk)

**From:** Deputy Clerk

**Sent:** Tuesday, January 9, 2024 10:47 AM

**To:** William.Barfoot@kent.gov.uk

**Cc:** Clerk <clerk@southboroughcouncil.co.uk>; Admin <admin@southboroughcouncil.co.uk>

**Subject:** RE: Proposed diversion of Public Footpath WS15 (part), Southborough

Hi William,

Please accept my apologies for the delay in responding. It was so busy before Christmas, and I have been on extended leave. Here are the official comments from the minutes of the Open Spaces & Environment Committee on 5<sup>th</sup> December 2023, which were ratified at Full Council on 14<sup>th</sup> December 2023:

## 1. KCC KENT HIGHWAYS – FOOTPATH CONSULTATION

KCC Highways Public Rights of Way Footpath Diversion consultation listed as WS18 Southborough (REF: PROW/WS15/1701). Council Members **AGREED** to respond to the consultation questions accordingly:

- a) The proposed diversion is in the landowner's interest. **We AGREE but:**

With the caveat that we do not agree that the landowner's interests, which are to develop the site with four properties, are a sufficient reason to divert the footpath.

- b) The proposed diversion is not substantially less convenient to the public. **We DO NOT AGREE because:**

The proposed diversion route appears to be constrained by a 6ft high fence on one side and a row of trees on the other, that do not appear to accommodate the proposed 2m pathway. Moreover, the existing narrow pathway on the diversion is at an angle, so would be challenging terrain for differently abled people.

- c) The proposed diversion would not negatively impact upon the public enjoyment of the route. **We DO NOT AGREE because:**

The current pathway is flat, wider, on a gentler slope and is not constrained by trees and a fence.

- d) The new point of termination will not be substantially less convenient to the public. **We AGREE because:**

The point of termination is the same.

**ADDITIONAL COMMENTS:**

The standard questions are basic and do not permit full feedback. For information, the landowner appears to have blocked off the current public right of way already and restricted it to his property in advance of any decision about the diversion. We question the legality of this, and question the proposed dense development of the land that is the cause of this diversion consultation, although we acknowledge that this was a TWBC planning decision and we were a consultee only.

If you need anything further, please let me know.

**Kind Regards,**

A handwritten signature in black ink, appearing to read 'CSR', is centered below the text 'Kind Regards,'.

**Miss Carolyn Ripley  
Deputy Town Clerk**