

To Councillors: J Aldridge, A Baker (Chairwoman), S Compton, M Gemmell Smith (Vice-Chairman), A Layland, N Martindale, S McGregor, A Read, J Streets, S Sumner.

Notice is hereby given of an Open Spaces Meeting to be held in Rickards Hall on 18 September 2023 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
13 September 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

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Meeting Papers & Report

1 **Apologies for Absence**

2 **Declarations of Interests, or Predeterminations**

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**

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 the public to make a contribution during the meeting.) Both public and Members are limited to three minutes each to speak, and the total time allocated for public questions shall not exceed 15 minutes unless directed by the Chairman of the meeting.

4 **To Receive and Sign Minutes of The Open Spaces Committee 10 July 2023-010/1-3**

[Open Spaces | 10 July 2023 v.1 - Minutes \(Pages 2023-010/1-3\)](#)

5 **To Receive the Financial Budget Comparison for Open Spaces (codes 300s/3000s) up to 31 August 2023**

The financial comparisons are for the first five months of financial year. Staff costs (3000) are up to end of July. Under code 3145 (30-year maintenance plans) it has been noted that Streetlights invoice for the replacement columns in 2022-23 was not received until July 2023; £7,050. UK Power Networks invoice for £15,574 was paid in 2022-23. It had not been noticed that Streetlights invoice was outstanding and therefore sufficient funds were not moved in to the earmarked reserves. This means code 3015 will have an overspend against budget in 2023-24. See agenda item Streetlights for details on the current replacement programme and costs.

Building Insurance (3060), budget £2,600 - the insurance costs are yet to be posted (renewal was July 2023).

[Annex 1: 23 08 I&E comparison report 230831.pdf](#)

6 **To receive a report and ratify recent Operational Decisions for Open Spaces Activity**

Operational decisions for ratification: The following were approved in consultation with the Committee Chairman, Town Clerk and/or Deputy Clerk.

1. Tree works – total £1,350, prices ex-VAT (see below)

Several items were noted from the Head Groundsman's summer visual tree inspection for further examination, and the contractor RWE reported and recommended as follows:

Stangrove Park

A horse chestnut, canker on stem, die back now in crown (it's beside a junction of two paths)
Recommended fell to ground level - £300

The Oak at top of Park near the flats, fungal brackets around trunk, no leaves, (appears

dead) Recommended fell to ground level - £750

A willow stem dropped into the pond in August which the groundstaff are not equipped to deal with this awkward removal and tidy. Work was quoted and commission £320.

Mowshurst

Ash, beside hedge which divides pitch 2 from Millennium Wood, fungal brackets around trunk and sparse crown (?Ash die-back) Recommended fell to ground level – £300

The approved 10-year plan budget for interim tree works not the result of the biennial tree-survey has £4,300. These works were approved, in order to progress them into the contractor's autumn schedule.

2. Doggets Courtyard - Repointing courtyard slabs £890 (10 year maintenance plan)

Repair work on 5 sqm of the paving in the vicinity of the flower cart well within the budget allowed in the 10 year Plan, approved in order to be programmed for early autumn.

3. Stangrove Park playground - Replacement swing seat £166.97

A flat swing seat was damaged beyond repair, and temporarily removed from the playground. Replacement and fixings has been ordered to return to operation as soon as possible.

4. Recreation Ground playground - total cost £759.25 (see below breakdown)

Swing set – missing safety chain. The zipwire cable seat and chain damaged (though usable the seat section has been damaged). Fixings damage to seesaw and twin swings. Replacement/repair costs £392.25

In August the metal to the children's sensory spinner wheel was vandalised (posted to vandalism budget). Replacement rain spinner wheel unit £367.00.

5. Pavilion – broken window (awaiting invoice) estimated £350.00

Vandalised window smashed end of July (vandalism budget).

6. Pumps at Pavilion and Mill Leat – total replacement/repair costs £5,550.83 (see below)

At the beginning September, AES attended for the annual servicing of the pumps at both sites.

Mill Leat report: found pump bearings have failed pump tripping pump breaker in tattoo shop, did not reinstall pump as it has failed , new pump required. Cost £753.83

Pavilion report: Carried out routine service, low reading to earth on pump, this has dropped considerably since last visit. Pump replacement required as pump likely to fail in near future. Tested electrically and mechanically, left working. Cost of replacement £4,797. As this is the sewage pump, approval has been given to replace.

NB: the maintenance budgets had allowed £2,441 for repairs to both pumps, so this will be an overspend on budet.

7. Grounds – Trolley Jack - replacement due to wear and tear £162.81

8. Annual hedgecutting at Blossoms Park, Recreation Ground, Mowshurst - £1,995

This is routine works included in the budget; the cost is £100 more than last year's invoice.

9. Moswhurst car park surface maintenance and repairs - £2,750

This is budgeted maintenance work, budgeted had allowed £2,160.

Do Members confirm and ratify the above operational decisions and expenditure.

🔒 Confidential Annex 2 (omitted from public documents):

🔒 Confidential Annex 3 (omitted from public documents):

7

To receive the Head Groundsman's Report

Routine seasonal work

- Tree and hedge pruning all sites
- Weed treatment
- Maintaining planters through town, including Doggetts barn, and beds in cemetery
- Watering
- Grass cutting all sites

Other activities:

- The team installed new Perspex in some of the councils notice boards
- We have spent some time cutting back foliage and strimming out the drainage ditches at Nomads in preparation for winter.
- Myself and Lance will be attending an awards ceremony on the 29/9 at RHS Wisley to represent the Council and collect our award for the South East in Bloom Competition
- The annual pump servicing at the Pavilion (Recreation Ground) and the Mill Leat were carried out in early September. Some remedial work is required and this has been sanctioned by the Clerk and the Chair of Open Spaces Committee
- The team completed painting the senior football goals on behalf of the Rugby Club. I am now in discussions with them over the painting and relocation of the rugby goals
- The summer tree survey was completed in late July with a schedule of works set for the grounds team. Anything outside of our remit has now been passed onto contactors for completion
- The summer headstone check was carried out and a report prepared for the outgoing DTC. Any action required has now been completed

Upcoming works:

The usual Water Meadows contracting works which we now do on behalf of the GSBT will start soon.

The Decompaction pitch work is scheduled for October.

Grass cutting and pitch marking ongoing.

8

Open Spaces Business

8.1

Cemeteries matters

8.1.1

To receive the Burial Report

September:

2 Burials; 2 Ashes

8.1.2 **To receive a request to permit an additional memorial at a grave plot, and thus reconsider the the policy and rules on Memorials**

It recently came to the attention of officers that an additional unauthorised memorial had been added at a grave plot. Having written to the Grant of Right holder to advise that this was against policy, and notice was being given that this would be removed, Council is now being asked to reconsider its policy on memorials for the cemeteries so as to permit this additional one. Please see the attached letter (confidential paper).

Extract from the rule book on Memorials, updated January 2023 (attached full copy of the Memorials Policy):

Memorials may only take the form of:


- a. a headstone, which shall not exceed 1.07 metres in height, 76 centimetres in width and 30 centimetres in thickness, or in the case of a memorial on a child's grave not exceeding 76 centimetres in height, or
- b. a monument occupying a superficial area not exceeding 46 centimetres by 38 centimetres.
- c. an inscribed vase (not permitted at the Wall of Remembrance)
- d. a plaque on the Wall of Remembrance
- e. planting of a tree, shrub, or rose within the Cemetery grounds or other location
- f. kerbstones (only permitted in sections 1 and 2 of the Cemetery)

In order to maintain the quiet dignity and visual harmony of the Cemetery, no other memorials, memorabilia or decorations will be permitted, and may be removed.

Council has in the past received similar requests and the request for photographs on memorials which it has declined.

Do Members consent to the additional memorial and photograph at this grave plot?

Do Members want to amend its policy to allow additional memorials at grave plots and also allow photographs?

 Annex 4: Memorial Information 2023.pdf

 Confidential Annex 5 (omitted from public documents):

8.2 **Allotment matters**

Forge Croft Allotments has a couple of ex-plot holder tenants who have left their plots in poor condition. Letters have been sent to the request they rectify or will be charged for the this work.

The redrafting of the Lease Agreement is unlikely to be completed in time for the renewals, partly due to the time needed to go through this in more details and there are a number of questions to work through with EAGA before finalising.

8.3 **Ready Steady Grow Competition: To receive feedback from the Awards Ceremony and the winners; and to consider continuing with the event for 2024**

Tuesday 6 September, an Awards Ceremony took place at Rickards Hall, with certificates and prizes presented to each of the category winners and runner-ups; there was also some highly commended certificates.

This year's event had 23 entries for the seven categories. Winners were delighted especially the winner of the Young Gardener category who could not make the evening ceremony but came in to the office where she had photographs taken and said she would be entering again next year. The Beavers were thrilled several of their young member received certificates for the tallest sunflower and the Group also won an award.

Prizes were gifted by the Head Groundsman, Hever Castle (who was also due to speak at the awards event), and the children's winner prizes funded by the Council. Unfortunately, the guest speaker was unable to attend, but has already donated a afternoon tea and private tour of Hever Castle grounds for next year.

Do members support running the event in 2024?

8.4 **To receive feedback following meeting with landowner re access path off Church Street to old Retention Dam Bridge and field. The Landowner has confirmed they are satisfied with current measures in place**

Verbal report to be given at meeting.

8.5 **To receive an update on the Annual Works programme and approve the autumn tranche of works**

Works already carried commissioned/completed:

Scheduled work	Cost	Budgeted
Hedge cutting across 4 sites	£1,995	£1,895
Pump annual inspections 9Pavilion & Mill Leat)	£420	£300
Weed Spraying 3 sites	1,386	
Pitch decompaction (Mowshurst & Rec)	£2,400	£2,311
Gully pots empty (MYCP & Rec)	£898	£756
Playground inspections	£476	£320.40
Skate Park Riding surfacing repairs	£1,736	£6,393.6
Jubilee Clock Services	£265	£265
Interceptor Tank empty	£906	Approved
Swan Lane water repair	£267	216

Approved at the July meeting: Groundstaff to repaint MYCP bollards, cost of materials only (budgeted £1,312). The bench replacement at the eastgate of the Recreation Ground, yet to be purchased. Cemeteries slab repointing at the Wall of Remembrance (budget £648).

Attached (confidential) is a copy of the annual scheduled works for 2023-24, including projects from the 10-year plan.

 Confidential Annex 6 (omitted from public documents):

8.6 **Matter arising re Lease Holders**

8.6.1 **Nomads Football Club**

The Club has recently advised that to limited numbers of players and members, they have taken the decision this season (2023-24) not to play in a league, but are continuing with player membership and training sessions. The pitches are also still in use with junior football.

The annual Lease meeting will be November/Dec and reported to Council.

8.7 **Kent FA Grass Pitch Maintenance Fund - To receive an update on funding application**

The Service Level Agreement for the football pitches at the Recreation Ground has been signed by the Town Council (Town Clerk) and the Rugby Club (Chairman) and has been submitted September. We wait for formal confirmation of funding over a six-year period. The pitch assessments for Mowshurst are yet to be submitted.

8.8 **Annual Playground inspections - to receive a summary report and confirm any future actions**

The annual inspection reports for the following sites were carried out in July 2023:

Site	Feedback	Risk factor
Blossoms Park - Skate Park	Some small issues identified such as update signage, removal of branch debris, bench repairs, pathway to area cracks, secure chainlink fencing	Overall 5 - very low with some 6 - Low risk
Marsh Green	Signage needed, some small surface repairs, fencing repairs, slide issue but no remedial work needed	Overall 5 - very low with some 6 - Low risk
Stangrove Park - Gym area & MUGA	Surface area eroded by gate in to the MUGA area; Basketball area - surface area around it to reinstate;	Overall 5 - very low
Stangrove Park - Playground	Signage, paving slab at gate damaged, tarmac surface by bench some repairs, paint repairs to some play items, basket swing monitor,	Overall 5 - very low, some 6 - low risk
Spitals Cross	Gate closer - consider replacing, signage, monitor fencing, some surface reinstatement near bench, other play items monitor	Overall 5 - very low risk, couple of 6 - low risk
Recreation Ground	Signage, zipwire monitor, some wear and tear, some surface wear and tear at the teenage end, surface area at gates and bench areas reinstate, swings safety chain and some caps replace,	Overall 5 - very low risk


There were no significant, or mid range issues raised by the inspections. The surface area repairs the groundstaff will rectify, a new cable seat and chain has been ordered for the

zipwire, and signage design and wording is in hand.

8.9 **To approve the expenditure of a replacement seesaw for Stangrove Park: quotes range between £1,529 to £3,612 plus installation**

Committee has previously considered replacing the seesaw at Stangrove Park. Attached are four designs and costs.

How do Members want to proceed?

 Annex 7: Seesaw options Sept 23.pdf

8.10 **To approve the expenditure £700 (including pins and delivery) for a new replacement bin at Stangrove Park near the path to Stangrove Estate**

The bin on the east side at the junction leading to Stangrove Estate is grubby and in poor condition. Proposal is to replace the bin with one matching the new bin approved for near the pond.

Do Members approved the expenditure of £700 for a replacement bin?

9 **Byelaws: To note the Public Notice of intention to make updated and amended byelaws to Council's nine sites was published 21 August closes 20 September**

The following notice was published in the Edenbridge Magazine, The Chronicle and the Council's website:

Notice is hereby given that Edenbridge Town Council intends to make updated and amended byelaws which will apply to all of its nine sites across Edenbridge. These Byelaws follow the DLUHC model byelaws for Pleasure Grounds, Public Walks and Open Spaces.

Copies of the proposed updated byelaws are available from the Town Council Office (address below, between normal office hours)) or on the website www.edenbridgetowncouncil.gov.uk. Any person who wishes to object to the proposed byelaws must send a statement of their objection in writing to townclerk@edenbridgetowncouncil.gov.uk, or in writing to Doggetts Barn, 72A High Street, Edenbridge, Kent, TN8 5AR.

The Consultation opens 21 August 2023 and closes 20 September 2023, 23:59.

Following this, and subject to the consultation response, an application to the DLUHC for confirmation and approval can be made.


10 **Dogs on leads consultation - to confirm the consultation questions and media platform**

Please see attached (confidential) the draft questions for consultation.

Do Members confirm the questions for Dogs on Leads consultation?

The proposal would be to run the consultation for a two-week period, using Facebook, the Websites and notices around the Council's sites and noticeboards. The consultation responses can be using SurveyMonkey (or we could opt for Microsoft Office Online instead as this is part of 365 subscription), or paper form printable from the website, and also copies available from the website.

Officers will collate the data and aim to present to Committee for its November meeting.

 Confidential Annex 8 (omitted from public documents):

11.1 To receive an update on 2023-24 programme

The streetlight programme for 2023-24 was approved by Committee February 2023.

Column No.	Road	UKPN Dis connect /Reconnect	Reinstate	Traffic Management	UKPN Total	Streetlights
81	Hilders Lane	Pole box	0	0	0	£740.00
82	Hilders Lane	Pole Box	0	0	0	£740.00
241	Swan Lane	Column - £865.00	£168.00	£1164.00	£2197.00	£1350.00
244	Victoria Road	Column - £865.00	£168.00	£173.00	£1206.00	£1350.00
137	Mill Hill	Column - £998.00	£354.00	£438.67	£1790.68	£1350.00
138	Mill Hill	Column - £998.00	£354.00	£438.67	£1790.68	£1350.00
139	Mill Hill	Column - £998.00	£354.00	£438.67	£1790.86	£1350.00
					£8775.00	£8230.0

UK Power Networks have invoiced for its works, August 2023 (£8,775). Though have since been advised the costs paid where quoted in January and there has been an increase; we are yet to receive details. Streetlights are yet to start their works replacing the columns (the officers currently on leave until 25 September).

Total budget from 30-maintenance plan £25,000. Total works for the above streetlight replacements £17,005 (plus UKPN additional costs).

Streetlights invoice for works 2022-23 programme was received in July 2023 and paid, £7,050. Total cost in budget code 3145 (30-year plan) will be £24,005 (surplus £995). As reference under item 5, this unpaid invoice had not been picked up and the budget underspend would have been moved back to General Reserves.

February 2023 meeting, Members had expected the surplus for 2023-24 to have been £7,700 and approved 22 lights to be upgraded to LED (£350 each) to be included in this current year. In addition to this, 2022-23 budget moved a surplus of £2,832 to earmarked reserves to allow for 8 further LED upgrades.

The money is in earmarked reserves for 8 LED upgrades. The surplus on budget for 2023-24 is now just £995. three LED updates would be £1,050.

How many LED upgrades do Members approve for 2023-24? (8 = £2,800 funded from earmarked reserves; up to 3 LED upgrades from current budget, or do Members approve an overspend).

NB the LED quote of £350 each was January 2023, so may have a slight increase.

11.2 To confirm the proposed replacement columns for 2024-25 and to advise the budget for 2024-25

Streetlights have been asked to quote for the following streetlight column replacements for

2023-24; there would eight new columns and two pole brackets.

25	Church Street Opposite No 22
31	109 Croft Lane outside No 7
111	Market Yard Car Park corner of Churchyard behind wall and Middle of Market Yard Facing Entrance - this one column with a twin arm bracket so would be 4 columns and two pole brackets
85	Lingfield Road Near Entrance to Skeynes Park (old pole box)
86	Lingfield Road opposite No 102 (old pole box)

Budget for 2024-25 is £25k.

Subject to these coming in at £25k or under, do Members support these columns for replacement in the 2024-25 budget? Or, do Members wish to increase or decrease the number of columns?

11.3

To receive an update on the proposed street lighting for Edenbridge Memorial Health Centre, and to note four Edenbridge Town Council maintained lights will be decommissioned and replaced with KCC approved and maintained lighting columns


Following on from recent correspondence presented to Open Spaces Committee June 2023, the contractor for the Edenbridge Medical Centre has confirm KCC will take over the management of new streetlighting:


Kent County Council (KCC) has recently accepted responsibility for the maintenance of the lighting in the area. As a result, they have requested that the lighting installations adhere to the relevant British Standard. To ensure compliance with these standards, we have engaged the services of a specialized lighting designer. The designer has assessed the requirements and provided the appropriate number of light columns and specifications.

The layout plan that has been approved by KCC, which outlines the proposed changes is attached.

Specifically, we want to inform you that three existing lighting columns, identified as EC47 DNOT, EC48 DNOD, and EC49 DNOD (highlighted in red symbols on the layout), will be removed and replaced in accordance with the approved layout. Additionally, the existing lantern on EC50 will be decommissioned and removed, while the column and CCTV camera will be retained.

Members to note, the Town Council will loosing four streetlights from its stock: nos 47,48,49 and 50

 Annex 9: Edenbridge Memorial Health Centre S278 - Proposed Lighting - Layout Drawing 002 - R0.pdf

 Annex 10: Edenbridge Memorial Health Centre S278 - Proposed Lighting - Layout Drawing 001 - R0.pdf

12

Maintenance Plans

12.1

To receive an update on the 10-year Maintenance Plan

Open Spaces 10-year plan for 2023-23 had included (refer to the the annual programme attachment item 8.5):


Stangrove Park - cradle swings 2 seats replacement £260; Flat swing replacement £583
Cemeteries - footpath repairs budget £2,052
Recreation Ground Car park - repainting lines £734; West car park £918;
Marsh Green - replace posts beside ditch ££4,276
Doggets - replace hanging baskets £777
Mowshurst - carpark planings for repair £2,160
Kent Brook - bank stabilisation £2,160

Projects are assessed, if work is not needed, recommendation is to carry over budget in to earmarked reserves for when work is needed. This will be considered at the budget recommendations at the November Committee meeting.

12.2

To receive an update on the 30-year Maintenance Plan

Please see attached (confidential) the current 30-year plan.

 Annex 11: for Open Spaces - new 10 and 30 buildings and open spaces 221111.pdf

13

News Release