

To Councillors: J Aldridge, A Baker (*Chairwoman*), S Compton, B Cummings, M Gemmell Smith (*Vice-Chairman*), C Jacques, A Layland, S McGregor, J Streets, S Sumner.

Notice is hereby given of an Open Spaces Meeting to be held in Rickards Hall on 14 April 2025 at 7:30pm, which Councillors are summonsed to attend.

Town Clerk
9 April 2025

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

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

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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 03 February 084/01-6

 Open Spaces | 03 February 2025 v.1 - Minutes (Pages 2023-084/1-6)

5 To receive analysis of receipts and payments to 31 March 2025

Attached is a copy of the income and expenditure to year-end.

Summary 2024-25:

Summary 2024-24	Budgeted	Actual	+/-
Income	436,084.00	444,994.61	+ 8,910.61
Expenditure	436,084.00	422,994.74	- 20,195.26
Total Difference		Reserve 7,106.00	21,999.87

Although the summary shows a balance of 21,999.87 there has been an underspend on salaries, part of which will be moved to Earmarked Reserves (EMR) along with the below annual expenditure for works not carried out:

- Depreciation of tools and vehicles - 4000
- Annual cost Kent Brook riparian - 1000
- Annual cost cemetery wall - 1000
- Annual cost chain link fence Blossoms Park -1600

Do Members have any comments?

 Annex 1: Financial Comparison OS 24-25.pdf

6 To Ratify Operational Decisions for Open Spaces Activity

Two replacement throw lines for Stangrove Park - £202.76 (Glasdons).

Annual March servicing to the tractor gang mower - found one of the motors needed replacing on one of the units, hence higher costs - £4,797.00 (Kidman)

Do members ratify the the above expenditures?

Correspondence

Mowshurst fires: A resident has raised concerns about the frequent bonfires on Council land at Mowshurst, particularly the of burning wet wood, which produce strong, unpleasant smoke. The resident is requesting a reduction in the frequency of these bonfires, as they have been a long-standing problem, and is asking the Council to address the matter.

The Head Groundsman has said that the location near the clubhouse was used as the ground was too wet to access the usual site, which is further down the field near the railway track/far end of pitch two. Now the weather is drier they are able to access the site further away from the clubhouse. Also, they will be more mindful of wind directions.

Recreation Ground parking issues: A resident has raised concerns about ongoing parking difficulties near the Recreation Ground, particularly during weekends when rugby and football events are held. The resident reported being blocked in by two cars in the car park, despite bays being clearly marked. This caused significant inconvenience as they were forced to walk home and later return to retrieve their vehicle. The resident has asked whether there are any plans to expand the car park to address the increasing parking demand, especially during busy times and mindful of future increase in housing developments.

Do members have any comments or suggestions?

Members are asked to consider a recommendation to the Forward Planning Committee for possible inclusion of expanding car parking at the Recreation Ground on the Councils Strategic Plan.

Head Groundsman's Report

- Routine seasonal work
- Weed & moss treatment
- Maintaining planters throughout town, including Doggetts barn, and beds in cemetery
- Topping up sunken graves
- Winter pitch maintenance
- Pruning of shrubs and bushes
- Pitch marking
- Watering
- Mowing all sites

The football pitches at the Recreation Ground and Nomads are scheduled for aeration in the coming days. This additional work, alongside our autumn maintenance program, has been made possible through the FA grant we are now receiving.

We are currently waiting on costs for the annual weed spraying, an update will be provided to Members at the June meeting.

New sleeper planters have been successfully installed at Stangrove Park to commemorate 130 years of Edenbridge Town Council. The planters are fully planted, and the commemorative plaques have been placed. So far, the planters have been left undisturbed, and the ground staff have received plenty of positive feedback.

Our tractor and gang mowers have been fully serviced and are now prepared for the upcoming summer mowing season.

With the arrival of drier weather, we've been able to access our stockpiles of bark at Stangrove Park. This material has been used to tidy up various council flower beds, including those at the cemetery, Leather Market, and the train station.

The team has also dedicated time to clearing debris and undergrowth from several plots at the

Forge Croft allotments.

Additionally, we've installed two new bins outside the clubhouse at the Recreation Ground.

We've completed repairs on several water tanks at the Forge Croft allotments to ensure everything is functioning properly.

In the coming days, a new cemetery sign will be installed, outlining the rules and regulations for visitors.

The team has also spent time jet washing the council's street furniture, as well as the gates and surrounding walls at the cemetery along with assisting the Great Stone Bridge Trust (GSBT) with work on land adjacent to the river.

Finally, I would like to give thanks to Members for their support in agreeing to recruit a new member of staff to the grounds team. This will allow us to continue to improve the Council's sites and also allow me to pick up more of my office based work over the coming months.

8.1 **Memorial tree for 130 years of Edenbridge Town Council: to confirm which of the Council's open spaces to plant the tree**

Last meeting committee approved the expenditure for a liquidambar tree to be planted in the spring.

Which of the Council's open spaces would Members like to plant the tree?

8.2 **To approve expenditure of £750 to repair oil leak on the tractor**

The Council's tractor has unfortunately had a hydraulic oil leak for some time now that has been getting progressively worse. The team have been managing this in house but we are at a point where some repair works will need to be carried out.

Do Members approve expenditure of £750 to carry out works to the tractor?

8.3 **To receive an update on the Annual Works Programme**

Annual programme includes:

- Playground inspections will be booked for late August/early September.
- Amenity spraying (quote being obtained)
- Jubilee clock servicing.

8.4 **10 and 30 year maintenance plan update for 2025-26**

10-year budget allocation has allowed for some:

- Path repairs which will be assessed and presented at the next meeting.
- Repointing to section of courtyard. Nothing was done 2024-25 budget. The courtyard will be assessed and reported to June meeting.
- Recreation Ground seating review to be carried out with possible replacement bench.
- Blossoms Park skate park annual maintenance repairs as needed following ongoing H&S inspections (2024-25 did not use budget).

30-year budget allocation has allowed for:

- Streetlights.
- Playground contingency.

Open Spaces Business

Bandstand: A CIL bid was submitted to the SDC Board who meet in July for funding towards a bandstand for Stangrove Park (a projected identified in the new Strategic Plan and Objectives). This project is dependant of funding being made available.

Byelaws: Despite several emails to MHCLG, we are still waiting confirmation.

Signage: New welcome to Edenbridge signed installed on the green opposite Stangrove park, celebrating 130 years of Edenbridge Town Council.

Stangrove Park: Two new planters installed at Stangrove park, with circular signs celebrating 130 years of Edenbridge Town Council.

Hanging baskets: Hanging baskets have been ordered and booked in, approved by Members at February meeting. Installation due to take place towards the end of May/early June.

South and South East in bloom: Entered the usual categories, cemetery, conservation and park. Two extra categories entered this year, town centre and town of the year. Approved by members at February meeting.

New bins: Two new waste bins installed outside the pavilion at the Recreation Ground, replacing existing tired and damaged bins.

9.1 **To receive the burial report**

January: 1 burial; 1 ashes interment.

February: 0 burials; 0 ashes interments.

March: 2 burials; 0 ashes interments.

9.2 **Cemetery Signage update**

The cemetery signage outlining the rules and regulations will be installed week 14 April.

Once the sign is in situ, a new audit of memorials will be carried out, and if needed, grant of right holders written to.

Do Members have any questions?

9.3 **Vandalism report**

Damage to play equipment at Recreation Ground playground: Two swing seats and the zip wire seat were recently damaged and deemed unsafe, leading to their removal. The damage is believed to have been caused by a dog attack, which was witnessed by a member of the public. All three seats have since been replaced at a cost of £394.93

Fire at Mowshurst: Large fire created, including burning a substantial amount of books, trees also damaged.

The Communications Officer (CO) has shared details of the incidents on social media.

The total expenditure for vandalism for 2024-25 was £1,666.43. This was lower than 2023-24, but does not reflect the time removing graffiti, officers time reporting incidents and arranging replacement equipment.

Do Members have any questions?

9.4 **Fly tipping**

An error in a post led to the incorrect bulky waste collection date being advertised. Whilst the post was quickly removed (within a few minutes), a screenshot was shared on social media. Residents at most sites removed the waste they had put out on the incorrect date, with the exception of the Skeynes Road collection point, where rubbish was left unattended, including items not permitted for bulky waste. Rubbish was still being added well after the collection time had passed. The Council had to pay to have this waste removed.

There were no reported issues from any of the sites when the freighter attended on the correct date.

9.5 **Allotment matters**

Swan Lane renewals: Five tenants have vacated their plots, the remainder have renewed and paid. Four of the five vacant plots have now been allocated, the remaining plot has been offered to residents on the waiting list.

Forge Croft renewals: These are managed by the EAGA.

9.5.1 **To receive an update on the community plots and consider continued support**

Committee and EAGA agreed last year to pilot two community plots at the Forge Croft Allotments for a one year trial period, with fees waived.

Last year, the community garden project made good progress. Half of one plot was cultivated, producing a variety of vegetables shared among five regular volunteers. Two grants totalling £1,750 were secured from The Great Stone Bridge Trust (GSBT) and the KCC Combined Member Grant. These funds are being used to prioritise the purchase of a polytunnel and storage shed, seating for the plots, leaflets for community awareness, and third-party liability insurance.

Plans for this year include expanding the volunteer team, increasing 'drop-in' sessions, cultivating a second plot with a pond, flower beds, and soft fruit area, and setting up the polytunnel and shed. Regular volunteer sessions will be held on Thursday mornings and alternate Sundays, with open days planned to raise awareness. Their goal is to involve more local residents and continue growing the project.

Do Members want to continue to waive the fees for two plots?

9.5.2 **To consider introducing deposits for new allotment tenants**

The Open Spaces Officer recently attended a training session on allotment law and management, where various best practices were discussed. One key takeaway from the group discussions was that many councils charge a deposit to cover clearance fees for allotment plots left in poor condition. The deposit serves as a preventive measure, ensuring that plots are maintained to an acceptable standard and reducing the financial burden on the Council for cleaning up neglected plots.

Whilst not wanting to discourage potential new plot holders, there have been an increasing amount of neglected plots that require work from the Ground Staff.

It is proposed to charge a £50 deposit to new plot holders from 2025/26 (not existing plot holders) for both the Swan Lane and Forge Croft sites, to be refunded on the basis that the plot is in satisfactory condition when vacated.

Do Members want to introduce deposits to new plot holders? If so, how much do Members want to charge?

9.5.3 **To review the Temporary Structures Policy**

The attached policy was adopted by Committee in February 2022, to be reviewed annually.

Do Members confirm to continue with the Temporary Structures Policy, and remain under annual review?

 Annex 2: 24 01 Allotment structures policy.pdf

9.6 **Market activity**

There are currently 19 traders who attend the market, not all are regular, unfortunately the food van will no longer be attending. There should be a further two traders attending from 17 April. Averaging around 10 stalls per week (other than early January where traders usually have an extended break).


Market Finances 2024-25:

Market	Budgeted income	Actual income
Market rents	£9,000	£9,599.30
Market waste services	£0.00	£1,090.00
	Budgeted expenditure	Actual expenditure
Market	£12,714	£10,548.75
Market waste services	£0.00	£1,215.95
	Totals	
	-£3,714	-£1,075.40

On Thursday 8 May there will be a VE Day themed market. The market will be decorated with bunting. Flags and hats will be handed out. It is hoped that the traders will join in to mark the occasion with decorations of their own and by extending the opening hours so that more residents (especially children finishing school) can attend the market.

The Love Your Market campaign (organised by The National Association of British Market Authorities - NAMBA) will be taking place from 16 -31 May with hundreds of markets across the country uniting to showcase the energy, creativity, and entrepreneurship that thrive at the heart of our high streets. This year's campaign message "Made by Markets" reflects everything that local markets nurture: new businesses, fresh food, community spirit, local culture, sustainable choices, and inclusive spaces.

The traders newsletter produced by the CO is attached.

 Annex 3: A4 Market Traders newsletter - Spring 2025 (1).pdf

9.6.1 **To consider application for a licence agreement for new market in Lingfield**

The Council has received a request to establish a new monthly farmers market in Lingfield, to be held on Sundays from 9:00am to 1:00pm. Under the Food Act 1984, Part III (52), Edenbridge Town Council holds market powers, to be able to determine market days and regulate market events within a six and two thirds mile radius of its own market, a boundary that includes Lingfield and has recently confirmed its powers with a Licencing Policy (link attached).

The applicant has also requested that the Council consider waiving or reducing the market fees for the first two markets to assess their success. The first market is planned

for 13 April, which Council has not imposed its Policy and right to charge as it was a first event. The Market Policy stipulates that fees are set to cover administrative costs and are based on the estimated number of stalls and event frequency. We do not know how many stalls are expected but estimate approximately 10-30.

Do Members approve the new market request? If so, do they want to waive or reduce the fees until the market is established?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/03/250303-Markets-Licensing-Policy.pdf>

9.7

Spitals Playground relocation: To receive an update following the recent movement of the playground

Following report to committee in February, confirming that issues with the work had been addressed. This included wetpour in the area by the children's apparatus (previously left with grass underneath it). In addition the entrance to the park from the west with wetpour. The relocation of one of the benches with wetpour; and one with a concrete plinth.

A site visit was carried out on 4 April by SDC, their responses to additional issues raised are below.

Issue raised by ETC	SDC response
Bench re-sited but has been place at odd angle and leaves a peculiar patch of earth/seeded for grass.	The re-sited bench has been placed at this angle to provide the required spacing needed away from the play equipment and to run parallel with play equipment. We installed the bench like this upon manufacturer's recommendation / guidance and laid additional wet pour under this area
Slide – the slope from the slide, despite the bench having been moved is still considered a concern	Ground levels are dictated by the underground drainage attenuation tank and us having to grade back down to pathway levels. We agreed to remove the bench. There is nothing more we can do with this area. The slide approved by manufacturer is designed to slow the children down as they reach the end so that they do not come off the slide at any speed
The lamppost is slightly loose in the ground	Contractor has carried out no work to any existing lampposts within this area as they do not form part of our works
The lamppost electricity cover is loose	The cover was not loose on this lamppost. This is not contractor's responsibility. Suggest ETC log a call with the lamppost owner
The fence is damaged	The fence was re-located and re-used to keep costs down so any damage could be existing
Fence post loose in the ground	Please provide detail/photos so we can review and check if this formed part of our work. We are happy to rectify if this was part of our work
Panel bracket fixing loose on multi play	This could have happened at any time since the playground has been in use. Oakwood cannot be held responsible for damage or general maintenance required to any play equipment
Bin missing liner	Contractor will request a replacement bin liner from manufacturer

Picnic benches outside of the play area obstructing pathway and no room for wheel chair access as too close to the fence

These have been temporarily fixed on the footpath until we widen the footpath. This work will take place at a later date when we are ready to commence the hard landscaping work. We will then fix them in their final position

Do Members have any comments?

9.8 **Edenbridge Gardens In Bloom 2025**

The closing date for this years competition will be 14 July, with the presentations to take place on 6 September.

Categories will include:

- Front and back garden.
- Herb/vegetable garden.
- Window boxes and hanging baskets.
- Young gardener.
- Tallest sunflower.
- Unique display to celebrate 130 years of Edenbridge Town Council (could be a celebration garden, rockery, water feature representing the River Eden, garden ornaments that refer to the town etc)
- Peoples choice
- Youth category: Eggshell cress heads

Staff are are currently working on securing prizes and someone to do the presentations. Update will be provided at June meeting.

9.9 **To consider the viability for a bin outside Swan Lane Allotments**

The viability of a bin outside the Swan Lane allotments was discussed at the February committee meeting. After further investigation, it appears there is space available for a bin on Council land just outside of the allotment fence without affecting the limited parking as per attached land map and picture of proposed location.

It is proposed to repurpose an old bin recently removed from the Pavilion as a trial, allowing us to assess its use and community response before committing to the purchase of a new bin.

How do Members want to proceed?

 Annex 4: Swan Lane Allotment. Land Map.pdf

 Annex 5: Swan Lane - Bin.pdf

9.10 **Site visit dates**

Proposed date for open spaces walkabout, Tuesday 6 May, 10.00am meet at the Recreation Ground Pavilion, then on to Stangrove Park, MYCP, and the cemetery. Other sites to be confirmed at next Open Spaces Committee meeting in June.

Can Members confirm they are available to attend 6 May or would they prefer a date later in May?

10 **To confirm creating a woodland trail at Millennium Wood**

Millennium Wood offers an excellent opportunity for outdoor exploration, education, and community engagement. However, despite its potential, there has been limited usage,

particularly among children.

Feedback from the 2024 South and South East In Bloom judgement said, "overall the area is well maintained, however there are signs of minimal vandalism and the paths ways were in need of some maintenance, as ruts and pot holes were evident. Maybe a more hard standing surface to make the area accessible all year round. The area could also benefit with some more directional signage and a few more information boards highlighting the local wildlife and flora that would enlighten the visitor experience".

To enhance the experience of Millennium Wood for children and families, it is proposed that we create a woodland trail featuring the following components:

Wood effect discs with woodland animal designs and fairy doors for younger children:

Large, weatherproof wood effect discs featuring woodland animals (such as squirrels, frogs, birds, etc.) printed on dibond material along with fairy doors will be fixed to selected trees along the trail. These discs will serve as both educational and interactive markers for children to discover and learn about local wildlife as they explore.

Checklist and activity sheets for children:

A downloadable checklist of the animals and other things to look for in the woods will be made available on the Town Council website. In addition, physical copies will be available for pick-up at the Council office. These sheets will encourage children to track their progress, identify animals, and participate in fun nature related activities.

Updated signage along the trail and up to date information in the notice board:

Updated signage will be installed throughout the woods to provide educational information, directions, and additional details about the animals, plants, and natural features of the area.

The estimated budget required for this project would be up to £700, which could be funded from small projects.

Do members confirm the creation of a woodland trail at Millennium Wood and the expenditure of up to £700?

11 **To receive a request for permission to install defibrillator to the outside of the Rugby Club from the Bonfire Society**

The Edenbridge Bonfire Society's annual event raises funds for local charities, and this year, the society has proposed donating a public defibrillator to support the First Responders in the area. Given the event's long-standing presence at the Recreation Ground sports pitches, the society feels this would be a fitting contribution to the local community.

The Bonfire Society are requesting the Open Spaces Committee's permission to install a mains-powered defibrillator and cabinet on the exterior of the rugby club building. The unit is a plug-and-play model used throughout Edenbridge, and its installation will require a council-approved electrician.

Do Members approve the request for permission to install a defibrillator to the outside of the pavilion?

12 **Summer Fun Days**

Sevenoaks District Council will once again fund a Summer Fun Day in Stangrove Park. In previous years, the Council has also funded three additional Summer Fun Days shared with Westerham Town Council, splitting the day into morning and afternoon sessions to help reduce costs. These fun days, organised by Play Place, include a variety of activities such as craft tents, clay fun, board games, soft archery, racket sports, football, multi-sports, an inflatable castle, and more.

For this year, the fun days have been provisionally booked for 31 July, 7, 14, and 21 August, with each session costing £643 plus £200 for risk visits and planning, bringing the total for all three sessions to £2128. 2025-26 budget is £3,300.

Additionally, Play Place offers optional add-on activities, including drumming for 7 August at £200 and face painting for 21 August at £250.

Popular entertainer Andy Hiccup has quoted £225 to attend the 14 August fun day for two hours.

Do Members confirm the budgeted expenditure of £2128 for three extra summer fun days?

Do Members confirm the budgeted expenditure of £675 for additional activities and entertainment for the fun days?

13 **Children's fun fair at Stangrove Park**

Last year we had two successful children's fun fairs, both were well attended. A reminder that when they were here, the children's fair was well received by the community, we had no issues, and they were accommodating with arrangements to protect the ground at Stangrove Park. Total income raised from the two fairs was £1,996.00.

They have once again requested to operate the fair in Stangrove Park from 28 April to 11 May.

Charges for 2025-26 funfairs are £1,077.10 per week plus VAT and a £1000 deposit against damages.

Do Members confirm to permit the children's fun fair to operate in Stangrove Park from 28 April to 11 May?

14 **Self defence classes for women and girls: To consider funding classes and the expenditure of £2,600 for six sessions**

At the Annual Town meeting on 31 March a resident asked if the Council would be running more self defence classes for women and girls, these were previously funded by Sevenoaks District Council (SDC) and held at Edenbridge Leisure Centre in November and December 2024.

After enquiring with SDC, they have confirmed that at present there is no future funding in place for this.

If the Council were to fund the classes the cost is estimated to be £2940 for a six week course or £2450 for a five week course, consisting of a 1 hour session for girls aged 13-17 and a one hour session for women over 18 each week.

Attached is a screen grab from an SDC social media post promoting the classes last year.

How do Members want to proceed?

[Annex 6: SDC Self defence.pdf](#)

15 **Streetlights maintenance replacement programme**

15.1 **2024-25 Streetlight programme update**

2024-25 programme for 14 replacement columns (includes two pole boxes) is complete. In addition streetlight 111 in MYCP was added to allow for the new archways and five LED upgrades, total expenditure was £45,075. However, £3,393 for column 111 has since been covered by the UK Prosperity Funding for the archway so this can be moved to EMR. Total

budget was £45k. Total costs 2024-25 was £45,075 less £3393.

Do Members confirm to move £3393 to reserves to allow for additional LED upgrades or column replacements?

15.2 **2025-26 Streetlight programme update**

2025-26 replacement programme approved at the November meeting, estimated costs were £24,296, based on UKPN quotes valid for 90 days at the time, and 2024 column costs which were £1,000; budget is £25k. However, updated UKPN quotes have increased slightly and Streetlight replacement columns increased to £1,515. Below is a table with the updated costs, total £25,642.

The UKPN invoices are being processed for April. Once paid we will be given dates for the works.

Column No.	Road	UKPN costs £	Streetlights £	Total £
55	Four Elms Road	3178	1515	4693
229	Stangrove Road	2394	1515	3909
230	Stangrove Road	2528	1515	4043
231	Stangrove Road	2394	1515	3909
232	Station Approach	2129	1515	3644
233	Station Approach	2129	1515	3644
82	Hilders Lane	0	600	600
85	Lingfield Road	0	600	600
87	Lingfield Road	0	600	600
		14752	10890	25642

Do Members confirm the additional costs, total £25,642 (a £642 budget overspend)?

16 **News Release**

17 **Date of next meeting - 2 June 2025**