

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

Notice is hereby given of an Open Spaces Meeting to be held in Rickards Hall on 2 June 2025 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
29 May 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

Agenda

In view of the confidential nature of Agenda Item 22 to be discussed, the Chairwoman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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Meeting Papers & Report

1 **Elections of Chairman and Vice Chairman for the ensuing year**

1.1 **Election of Chairman**

1.2 **Election of Vice Chairman**

2 **Apologies for absence**


3 **Declarations of Interests, or Predeterminations**

Including any interests not already registered.

4 **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.

5 **To receive and sign minutes of the Open Spaces Committee 14 April 092/01-8**

 Open Spaces | 14 April 2025 v.1 - Minutes (Pages 2023-092/1-8)

6 **To receive analysis of receipts and payments to 27 May 2025**

Attached is a copy of the income and expenditure from 1 April to 27 May 2025. To note:

3070 - OS Vehicles: Includes vehicle insurance for the year £3,154.06.

Do Members have any comments?

 Annex 1: Financial Comparison April May 25.pdf

7 **To ratify operational decisions for Open Spaces activity**

Three replacement riding surface sheets for the skate park totalling £975 (part of 10 year Open Spaces maintenance programme).

Do Members ratify the above expenditure?

8 **10 and 30 year maintenance plan update for 2025-26**

10-year budget allocation has allowed for:

- Path repairs in the churchyard and cemeteries, which will be assessed over the summer.
- Re-pointing sections of Doggetts Courtyard. This has been assessed and very minimal work is required.

30-year budget allocation has allowed for:

- Streetlights.
- Playground contingency.

9

Correspondence

Positive feedback was received from a resident who called to commend the Council for the recent installation of a bin outside Swan Lane Allotments. The resident reported that the bin has been well utilised, leading to a significant reduction in litter, particularly dog waste, in the area.

10

Head Groundsman's Report

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

The team has been busy painting gates and railings throughout the cemetery. When time allows, they will also attend to the railings along the Mill Leat, as well as benches across all Council sites. At the Recreation Ground, preparations are underway with the team marking out 10 frisbee pitches for an upcoming tournament. With the football season now concluded, all goals at The Recreation Ground have been taken down, and work has begun to renovate the goal mouths and worn areas to ensure the facilities are ready for next season.

The annual COSHH review is taking place and is expected to be completed in the coming days. Additionally, the team has been supporting the plot officer at Forge Croft Allotments by cutting back overgrown plots and clearing debris and rubbish for disposal. The new bin installed at Swan Lane Allotments has been well received and is being regularly used.

A contractor has recently carried out repair work on the rubber safety surfacing at Stangrove Play Park, improving the safety of the area. Meanwhile, summer plants have been planted throughout the town and in the courtyard at Doggetts Barn. As agreed at the April previous meeting, the team also planted a new tree in Stangrove Park to commemorate 130 years of Edenbridge Town Council, alongside Councillor Bob Todd.

10.1

To approve the expenditure of £250 for the hire of equipment to remove tree stumps

At the site visits in May it was mentioned that Councillors would like to remove some tree stumps across various sites. This is something that can be done in house with the hire of a machine at a cost of £350 per day.

Do Members approve the expenditure of £250 for the hire of equipment to remove tree stumps?

10.2

To approve the expenditure of £1,083 plus £150 delivery for a new gate for the street snooker play area

The gate to the street snooker play area in Stangrove Park is broken and is no longer closing properly. A new gate is required at a cost of £1,083 plus £150 delivery. This can be fitted by the Ground Staff so installation is not required.

Do Members approve the expenditure of £1,083 plus £150 delivery for a new gate for the street snooker play area?

10.3

To receive an update on moving from white diesel to a greener, more sustainable fuel, Hydrotreated Vegetable Oil (HVO)

At the September 2024 meeting Members resolved to switch from white diesel to HVO as a greener sustainable fuel at the September open spaces meeting, subject to checking that this would not affect the servicing, nor the warranty for the new Kubota. At the February 2025 meeting it was confirmed that servicing and warranties would not be effected.

On 15 May the first delivery of HVO was received. To date, no issues have been reported.

Do Members have any comments?

11

Open Spaces Business

Hanging baskets: The hanging baskets have now been delivered and installed in the High Street and Doggetts Courtyard.

Playground inspections: 2024 playground inspections were carried out in November. The 2025 inspections will be booked for autumn.

Millennium Wood trail: New draft signage for the notice board and for Mowshurst car park has been designed, along with an activity sheet for children, drafts attached for reference below (confidential). Wildlife and nature plaques have been ordered, along with bug hotels and will be installed once delivered.

Children's fair at Stangrove Park: The children's fun fair took place at Stangrove Park at weekends between 28 April and 18 May. There were no reported issues or concerns during the event, it was well attended and the area was kept clean and tidy throughout the duration of the hire.

Bulky waste collection: The bulky waste collection took place successfully on 3 May with no reported issues. The next collection date will be 19 July.

Stangrove Park Bandstand: An application to SDC CIL Board has been submitted to consider funding. The application is awaiting validation, meeting 02 July. Should the application be successful details will be submitted to committee for project specification and confirm the tender process.

Summer Fun Days: The fun days have been booked for 31 July, 7, 14, and 21 August. Additional activities include drumming on 7 August, children's entertainer on 14 August and face painting on 21 August. SDC's promotional leaflet has this year included all four dates for Edenbridge under other activities over the summer.

Cemeteries: Whilst the vast majority of graves are compliant with the rules there a few that are not. Now that the new signage is up an audit will take place over the summer. For any graves that are not compliant the grant of right holders will be written to.

ⓧ Confidential Annex 2 (omitted from public documents):

ⓧ Confidential Annex 3 (omitted from public documents):

ⓧ Confidential Annex 4 (omitted from public documents):

ⓧ Confidential Annex 5 (omitted from public documents):

11.1

Byelaws: To receive an update and approve amended draft for resubmission

Byelaws Review – Background and Next Steps

- November 2022: Committee supported a draft set of amended byelaws, adapted from the Government’s Model Byelaws for Pleasure Grounds, Public Walks and Open Spaces 2018.
- December 2022: A copy of the draft byelaws was submitted to the Department for Levelling Up, Housing and Communities (DLUHC) for informal review and comment.
- February 2023: DLUHC responded (without prejudice to the Secretary of State’s eventual decision) confirming that they had not identified any blocking issues likely to prevent confirmation of the application.
- August–October 2023: Statutory public notices were published in: The Edenbridge Chronicle (August edition); The Edenbridge Magazine (September/October edition); The Council’s website and Facebook page
- October 2023: Full Council resolved to proceed with a formal application to the Secretary of State for confirmation and approval of the revised byelaws.
- January 2024: The application was formally submitted.
- February 2024: DLUHC responded that the enabling powers under which the byelaws were being made were not clearly stated. The Council confirmed, on the same day, that the byelaws were made under: Section 164 of the Public Health Act 1875; and Sections 12 and 15 of the Open Spaces Act 1906.
- March 2024: DLUHC advised that the application must be accompanied by a supporting report demonstrating compliance with the necessary criteria. This was prepared and submitted in October 2024.
- April 2025: Ministry of Housing, Communities and Local Government (MHCLG) advised that the Secretary of State was unable to grant permission for the byelaws in their current form, citing conflicts with existing legislation in several clauses. (A copy of the response letter is attached – confidential.)

Next Steps

The draft byelaws have since been amended to address the issues raised. A revised version is attached (confidential) with recommended corrections.

Recommendation - Members are asked to:

1. **Review the attached amended draft byelaws.**
2. **Approve the revised version for resubmission to the Secretary of State via MHCLG.**

 Confidential Annex 6 (omitted from public documents):

 Confidential Annex 7 (omitted from public documents):

 Confidential Annex 8 (omitted from public documents):

11.2 **To receive the Burial Report**

April: Two burials, one ashes interment.

May: Two burials, three ashes interments.

June: One ashes interment (to date).

11.3 **To consider additional memorial benches in the Cemetery and create a Cemetery Benches Policy**

There are currently 17 memorial benches in the cemetery. The Open Spaces Officer has assessed the area and believes there is space for a maximum of 8 more benches, bringing the total to 25. Should more benches be permitted, a new Cemetery Benches Policy has been drafted for approval, subject to confirmation of the number of benches permitted.

Do Members confirm to permit additional benches in the Cemetery? If so, how many additional benches should be permitted?

Do Members confirm that benches should be fixed to the ground, where possible?

Do Members confirm the Cemetery Benches Policy?

 Confidential Annex 9 (omitted from public documents):

11.4

Fly tipping

No fly tipping has been reported.

11.5

Vandalism report

Reported on item 12.7.

11.6

Allotment matters

At the April meeting Members confirmed to introduce a £50 deposit to any new allotment tenants to reduce the financial burden on the Council for tidying neglected plots at both the Swan Lane and Forge Croft sites.

The attached tenancy agreement has now been updated to reflect this.

4. Effective from April 2025 onwards, all new plot holders will be required to pay a £50 deposit at the commencement of their tenancy. This deposit will be refunded in full at the end of the tenancy, subject to the plot being returned in a clean, tidy, and well-maintained condition, ready for the next tenant. The decision to return the deposit will be at the sole discretion of the Council, based on an inspection of the plot at the end of the tenancy.

Do Members confirm the amendment to the agreement?

 Annex 10: 280425 - Swan Lane Allotment Agreement updated.pdf

11.7

Market activity

There are currently 19 traders who attend the market, although not all are regular. Averaging around 10 stalls per week.

On 8 May 2025 there was a VE Day themed market. The market was decorated with bunting and the traders embraced the occasion. Balloons, hats, and pencils were provided to any children who attended the market.

11.7.1

To receive an update on Lingfield Farmers Market and reconsider the commercial fee

At Committee's last meeting (April), members received and considered an application from the new Lingfield Farmers Monthly Market (LFM) for a market licence agreement. It was agreed that the market fees would be waived for the first market only, with subsequent events charged at the commercial rate. An invoice of £25 has been issued to cover the May and June markets, based on up to 25 stalls per event.

Legal Clarification on Market Rights

Following questions raised on behalf of LFM concerning the Town Council's authority to enforce market rights beyond its administrative boundaries - and specifically regarding the application of the six and two-thirds miles rule - the legal adviser from the National Association of British Market Authorities (NABMA) provided the following clarifications:

- Market Rights Coverage: The leading case Halton Borough Council v Cawley

(1985) confirmed that a market operator with established rights can enforce those rights within a six and two-thirds mile radius, even when that area extends beyond its own administrative boundaries. This was further affirmed in *Newcastle City Council v Noble* (1990).

- **Statutory Market Rights:** Under Section 50 of the Food Act 1984, and the supporting cases *Wakefield City Council v Box* (1982) and *East Lindsey District Council v Hamilton* (1984), a statutory market is deemed to have the same rights as a market established by Royal Charter, unless specifically restricted by legislation. No such restriction is known to apply in Edenbridge's case. Therefore, the Town Council is entitled to apply Part III of the Food Act 1984 - including Section 50 - as the basis for its market licensing policy.

In correspondence with LFM, it has been made clear that the Town Council's intent is not to be obstructive. The aim is to consistently apply its policies in a way that supports the successful establishment of regular market events.

Fee Structure and Current Status

LFM has yet to pay the £25 fees invoiced for May and June, and consequently, a signed agreement has not been issued. LFM queried the fee structure and was advised that charges are applied based on the number of stalls. The fee of £25 per market has been calculated on the understanding that the first event hosted approximately 15 stalls. Should the number of stalls regularly exceed 25 (assessed over a three-month period), the fee will be adjusted in line with the Council's commercial rate structure.

In a follow-up email, LFM argued that it typically takes more than three months to establish a market - particularly for a monthly market - and referenced advice from other market organisers and the Kent Farmers' Market Association (KFMA), which suggests six months is a more realistic timeframe for establishment.

Proposal

In response, the proposal is to continue charging £25 per market event for the next six months, with a review of the fee level to be undertaken at that time.

Do Members have any comments or wish to propose alternative approaches?

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

11.8

Spitals Cross Playground relocation: To receive an update, consider next steps and approve expenditure of up to £250 for updated signage

At the April meeting Members concluded that the Council would not be taking responsibility of the Spitals Playground until the various issues and concerns were addressed by Sevenoaks District Council (SDC).

Outstanding issues including a damaged fence, loose fixing on the multi play frame, missing bin liner, and placement of picnic bench have been addressed by SDC and Ground Staff.

The Town Clerk, Head Groundsman and Open Spaces Officer carried out an inspection of the site on 14 May, and were satisfied with the condition of the playground and that all safety requirements have been met.

New signage will be required for the playground as current signage does not meet The Royal Society for the Prevention of Accidents (RoSPA) guidelines. Upgrading of signs across all playgrounds is in progress to match the style of those at the Recreation Ground.

Do Members confirm responsibility for the ongoing maintenance of Spitals Cross Playground?

Do Members approve the expenditure of up to £250 for two updated signs for Spitals Cross Playground?

11.9 **Edenbridge Gardens In Bloom 2025 update and approve the expenditure of up to £500 for prizes**

The Edenbridge Gardens in Bloom competition has now been launched and promoted on the Council's website and social media. Members are reminded that this year's 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.

Due to staff sickness and increased workloads, prizes have yet to be secured. It is proposed that prizes are purchased this year as opposed to donated. The estimated budget would be up to £500, this would be for eight main prizes and eight runner up prizes.

Do Members approve the expenditure of up to £500 for prizes for the gardening competition?

11.10 **Memorial tree for 130 years of Edenbridge Town Council: Update**

Members approved the expenditure for a memorial tree to celebrate 130 years of Edenbridge Town Council at the April meeting. It was confirmed that the tree would be planted in Stangrove Park.

Planting of the Liquidambar tree took place in May, it also marks the closing chapter of Councillor Bob Todd's tenure as Chairman. Below is a link to an article about the memorial tree from the Council's website.

<https://www.edenbridgetowncouncil.gov.uk/new-tree-planted-as-a-lasting-legacy-for-130-years-of-edenbridge-town-council/>

12 **Streetlights**

12.1 **2025-26 Streetlight programme**

Reminder of the replacement programme for the current year. Streetlights 55 and 230 were also raised on the annual inspection report for repairs, but as they are on the replacement programme, the interim repairs not needed.

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 have any questions?

12.2 **Annual maintenance inspection report and approve the expenditure of £365 for repairs**

Streetlights has submitted its annual inspection report. Of note for repairs:

- 24 Chestnut Close (2020 column) – Requires new 5m square cornered door - £105 + Vat.
- 52 Four Elms Road (2020 column) – Broken Secondary Isolation unit, the lantern cable is too short and has pulled through. Un-noticed when pulling the Mains fuse to replace the lantern due to the brambles blocking access and having to do reach in at arms length, thus leaving the damage out of sight. Replace Secondary Isolation unit & rewire £110 + Vat
- 123 Marsh Green (1975 column for future replacement) – Old worn sign needs removing from the column. Remove sign £45 + Vat.
- 228 Stangrove Road (2020 column) Requires new 5m round corner column door – hit multiple times by vehicles. Column is a little dented to but is ok. Replace Door £105 + Vat

Total expenditure £365 plus VAT. Streetlight repairs budget allows £2,500.

Do Members confirm the repairs to streetlights 24, 52, 123 and 228, and expenditure of £365 plus VAT?

12.3 **To ratify the expenditure of £565 for vegetation clearance and cut back to 16 streetlights**

As part of the inspection report columns 11, 25, 50, 52, 73, 80, 91, 99, 100, 124, 125, 126, 133, 134, 155 & 158 require pruning and ivy clearance required before Summer. £565.

Do Members ratify the expenditure of £565 for vegetation clearance and cut back to 16 streetlights?

12.4 **Streetlight 15 Cedar Drive: to consider replacement lantern or column**

Cedar Drive columns are due for replacement, but have been put on hold until the building works by SDC are completed. Do Members want to go ahead with the lantern repair/replacement at £365 or consider bringing forward the column replacement. Costs would need to be requested from UK Power Networks (UKPN) and presented back to committee at its September meeting.

How do Members want to proceed?

12.5 **Streetlight 50 Four Elms Road/opposite Fircroft Way: To approve removal of column and expenditure £732 plus UKPN fees for disconnection**

The report noted streetlight 50 Four Elms Road (1975 column) column needs removing. This is the only one not removed when the new columns were installed as part of the medical centre building works. It serves no purpose now with a new one in front of it and is lost set back behind the fence in the trees anyway. Remove column (including disposal) £732 plus UKPN costs plus VAT. This column would have been on the replacement programme due to its age.

Do Members confirm removal of column 50 and expenditure £732 plus UKPN fees for disconnection?

12.6 **Streetlight 139 Mill Hill approve the expenditure of £4,566 for the replacement column (funded from insurance claim in EMR)**

Streetlight 139 was damaged and subsequently removed following a vehicle accident in December 2022. The insurance was received in 2024, and moved into earmarked reserves, £5,444. UKPN quote costs £3,051 plus new column £1,515, total cost £4,566.

Do Members confirm to proceed with the replacement column for 139 Mill Hill and the expenditure form EMR £4,566?

12.7 **Streetlight 137 Mill Hill damaged lantern from vandalism, to consider replacement lantern or column, and potential expenditure of £4,318 for replacement column**

Streetlights reported in May, the lantern on column 137 (opposite side of the hospital) has been vandalised and requires replacement. However, this column is one that will require replacement as it is on the replacement programme (1975). Members are asked if to consider if they prefer to replace just the lantern estimated cost £400 plus VAT, or as this column is on the replacement programme, to proceed with full column replacement: UKPN works £2,803, new column £1,515. This would result in a budget overspend in 2025/26, but could be split with the vandalism budget.

How do Members want to proceed?

13 **Self defence classes for women and girls: To receive an update and consider next steps**

At the April meeting Members confirmed to support the funding of self defence classes for women and girls subject to further research through an expression of interest. The Communications Officer created an online form for residents to complete if they were interested in the classes, this was shared regularly on social media and on the Council's website. Posters were also displayed in the towns notice boards, containing information on the classes and a QR code linked to the online form.

The deadline for registering interest was 5pm on Wednesday 21 May. A total of 11 positive responses were received for the 18+ classes, and 6 positive responses for the under 18 classes. The classes were promoted over a four week period, the social media posts reached approximately 1000 people in addition to the website and posters.

A comment was received from a resident suggesting the classes are opened up to girls who are starting secondary school (11+). This was raised with the organiser of the self defence workshop and they have confirmed that the content of the classes is not appropriate for children younger than 13. Primary school age children especially may struggle with the context of the classes.

Members are reminded that the cost was estimated to be £2,940 for a six week course or £2,450 for a five week course, consisting of a one hour session for girls aged 13-17 and a one hour session for women over 18 each week.

How would Members like to proceed? Do members confirm to approve the costs estimated to be £2,940 for a six week course or £2,450 for a five week course?

14 **To ratify Edenbridge Rugby Club hosting the frisbee event on 7/8 June**


Edenbridge Rugby Club (ERC) has confirmed that the ultimate frisbee event will return this year. The Lease includes provision for charging for additional marking for other occasions: Section 28 (28.1):

(e) The Sports pitches will be marked out by the Landlord at the commencement of the playing season and the marking maintained as required subject to weather conditions. Any additional marking of the sports pitches at other times of the year must be carried out by the Landlord

following a formal request by the Tenant and at a cost of the Tenant at the Landlord's standard charge out rate.

ERC is requesting 10 frisbee pitch markings for the event on 7/8 June. Pitch plan attached.

Do Members ratify ERC hosting the frisbee event and the additional work to the pitches, charged at £75.80 per pitch?

 Annex 11: Ultimate Frisbee.pdf

15 **To receive a request for the hire of Stangrove Park from Edenbridge Town Band**

The Town Band has made a request to hire Stangrove Park on Wednesday 16 July for a performance between 7:00pm and 8:30pm. The hiring agreement has been completed and required documents submitted.

Do Members approve the request for the Town Band to perform at Stangrove Park, at no charge for a community event?

16 **To receive a request from Edenbridge Cricket Club to install a new sign**

Edenbridge Cricket Club (ECC) has submitted a request for permission to install a purpose-built sign at the entrance to Blossoms Park. The club has proposed two potential designs for the sign, with example images provided for reference.

Option one dimensions 1000mm width by 800mm height with a double aspect design to offer visibility from both directions. Option two dimensions 1000mm width by 800mm height with a single aspect design including sections for inserting letters each week to display fixture dates and opponent names.

Both sign options would be mounted on posts secured into the ground with concrete. The sign will feature a white background, displaying the ECC crest, the club name, and the logos of their main sponsors.

Subject to Council approval, the Club will seek SDC planning authority advice and approval if needed.

Do Members approve of the request to install a sign from ECC?

 Annex 12: ECC Signage.pdf

17 **To receive a request from Nomads Football Club for permission to place a storage container at Mowshurst and demolish existing garage**

Nomads Football Club has submitted a grant application to the Football Foundation for funding to install a new storage container at Mowshurst. The proposed location for the new container is the site currently occupied by the existing garage, which is owned by Nomads.

To accommodate the storage container, the existing garage will need to be demolished, including the removal of the roof which contains asbestos. It is essential that these works be carried out by a certified asbestos removal specialist to ensure compliance with health and safety regulations.

Additionally, a skip will be required in the car park area for the disposal of waste materials generated during the demolition process. All costs to be met by the Club.

Do Members approve the demolition of the existing garage (subject to evidence that the work will be carried out by a certified asbestos professional) and permit Nomads to install a new storage container in it's place?

Do Members approve of a skip being temporarily placed in the car park while works are carried out?

18

To receive a request from the Edenbridge Players for the hire of a section of Stangrove Park for a summer production in 2026

The Edenbridge Players have expressed interest in hiring Stangrove Park for an outdoor theatrical production planned for July 2026. Following preliminary site visits, two potential performance areas have been identified, one near the main road and another near the western access from Pine Grove.

The group is considering both daytime and evening performances. Daytime shows would encourage a picnic style audience and reduce the need for power and lighting, while evening performances could offer a better atmosphere. The preferred funding model is through audience donations or grants rather than ticket sales, which would help avoid the necessity of cordoning off sections of the park.

Limited vehicle access to both locations would be necessary, restricted to specific times to minimise disruption.

The Edenbridge Players plan to involve local community groups, including the town band and local schools, with activities such as programme design competitions and opportunities for children to participate in the performance.

As planning is at an early stage, the group seeks the Committee's initial feedback and guidance before proceeding with formal arrangements. Consideration for Stangrove Park hire fees to be considered later.

Do Members approve of the request in principle from Edenbridge Players to hold its performances at Stangrove Park in July 2025, subject to satisfactory plans, risk assessments and hire agreements?

19

To consider a request from the Edenbridge Community Christmas Association asking Council to apply for an unmetered account with UK Power Networks on their behalf in the Council's name

The Edenbridge Community Christmas Association (ECCA) are proposing to add festive lights to some of the street lights in the High Street as part of their 2025 display. They have experienced some challenges with obtaining an unmetered supply account from UK Power Networks (UKPN) and are requesting that the Council set up the unmetered account with UKPN. The Council will then invoice back to ECCA for the energy costs, plus any connection costs.

A connection offer for an unmetered supply account would be subject to eligibility checks to ensure equipment meets the criteria for an unmetered supply. UKPN may also conduct a site survey to assess the existing network and the suitability of the new connection.

ECCA would be responsible for damages or faults and ensuring appropriate insurance coverage for installation, maintenance, and public liability, along with checking that the installation complies with all relevant electrical safety regulations, including wiring, fixtures, and load capacity.

ECCA will be responsible for the annual licenses required from Kent County Council to permit Christmas lights on its streetlights.

Do Members approve the request from ECCA for Council to apply for an unmetered supply account with UKPN for use of streetlights in the High Street, with any invoices received invoiced back to ECCA for the full energy costs, including connection costs?

Pavilion Water Tanks: Proposal to investigate conversion to mains water and the expenditure of £1,500 for investigation survey

At its May meeting, the Council approved expenditure for sample testing of the five water tanks at the Pavilion for legionella. Following this, the attending engineer reported that the tanks are significantly stagnated and provided a quotation of £1,439 plus VAT to clean and disinfect the tanks.

However, the engineer also recommended that the Council consider commissioning a site survey to explore the feasibility of converting the Pavilion's water supply to mains water. This approach would eliminate the stagnation issue altogether and legionella testing of the tanks.

The Council is currently in the process of commissioning a detailed survey of the Pavilion building, including existing heating systems, hot water boilers, and associated plant. This survey is being undertaken to inform a specification for the tender of the installation of new heating and hot water systems.

Given the scope of this survey, it is considered timely and practical to also explore the potential for converting to mains water at this stage.

Intrinsic, the independent specialist company previously appointed by the Council to carry out the building survey and develop the specification, has been contacted to provide a quotation for the additional work required to assess the feasibility of mains water conversion.

At the time of preparation of these meeting papers, a confirmed cost has not yet been received from Intrinsic. However, to avoid delays, members are asked to approve an estimated budget of £1,500 for this additional survey work. It is hoped feedback can then be provide to Council's July meeting.

Recommendation

Members are requested to consider and approve the following:

- That Intrinsic is instructed to carry out a survey investigating the viability of converting the Pavilion's water supply to mains water.
- That a budget of up to £1,500 is approved for this purpose, funding from Buildings Reserves.

Do members support this proposal?

News Release

In view of the confidential nature of Agenda Item 22 to be discussed, the Chairwoman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

[CONFIDENTIAL] Land outside Old Police Station: to confirm the Transfer of part of registered title and Deed of Covenant

Confidential item omitted from public papers.

Date of next meeting

The meeting scheduled for 28 July is provisional if required. It is proposed that the next meeting will be 15 September.

Do Members confirm that the next meeting will be 15 September, unless any urgent matters arise?

Financial Budget Comparison

for Open Spaces

Comparison between 01/04/25 and 27/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
INCOME					
Open Spaces					
300	OS Allocation from Precept	£401,256.38	£0.00	£200,628.19	-£200,628.19
305	OS Cemetery Fees	£17,000.00	£0.00	£4,933.98	-£12,066.02
310	OS Rents	£12,587.12	£0.00	£2,892.59	-£9,694.53
311	OS Market Rents	£9,000.00	£0.00	£1,315.84	-£7,684.16
313	OS Market Waste Services	£1,700.00	£0.00	£0.00	-£1,700.00
315	OS Maintenance Services	£7,488.00	£0.00	£128.92	-£7,359.08
320	OS Solar Panels	£0.00	£0.00	£0.00	£0.00
325	OS Sundry Receipts	£500.00	£0.00	£200.77	-£299.23
326	OS-Grass Pitch Grant	£7,680.00	£0.00	£0.00	-£7,680.00
Total Open Spaces		£457,211.50	£0.00	£210,100.29	-£247,111.21

Financial Budget Comparison

for Open Spaces

Comparison between 01/04/25 and 27/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

		2025/26	Reserve	Actual Net	Balance
EXPENDITURE					
Open Spaces					
3000	OS Staff Costs	£265,867.45	£0.00	£39,379.27	£226,488.18
3010	OS Utilities	£3,692.00	£0.00	£2,552.73	£1,139.27
3011	OS Market 1	£3,250.00	£0.00	£178.20	£3,071.80
3012	OS Market 2	£9,328.05	£0.00	£1,468.96	£7,859.09
3013	OS Market Waste Services	£1,700.00	£0.00	£137.60	£1,562.40
3014	OS Rates Market Yard Car Park	£2,090.00	£0.00	£0.00	£2,090.00
3015	OS Rates Depot- Mowshurst Barn	£6,150.00	£0.00	£0.00	£6,150.00
3016	OS Other Staff Expenses	£4,950.00	£0.00	£0.00	£4,950.00
3020	OS	£0.00	£0.00	£0.00	£0.00
3026	OS Sports Pitch Improvements (re grant 326)	£7,680.00	£0.00	£0.00	£7,680.00
3029	OS Bulky Waste Collection	£2,500.00	£0.00	£994.24	£1,505.76
3030	OS External Services Costs	£4,705.00	£0.00	£0.00	£4,705.00
3040	OS Replacement Equipment and Tools	£7,000.00	£0.00	£0.00	£7,000.00
3050	OS Materials	£8,100.00	£0.00	£2,553.84	£5,546.16
3055	OS Hanging Baskets & Plants	£7,200.00	£0.00	£0.00	£7,200.00
3060	OS Buildings Insurance	£4,276.00	£0.00	£0.00	£4,276.00
3065	OS Cemetery Expenditure	£650.00	£0.00	£437.85	£212.15
3070	OS Vehicles/Costs/Fuel	£12,200.00	£0.00	£3,651.46	£8,548.54
3075	OS Asset/Recoup/Kubota	£5,820.00	£0.00	£0.00	£5,820.00

Financial Budget Comparison

for Open Spaces

Comparison between 01/04/25 and 27/05/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/26	Reserve	Actual Net	Balance
3080 OS Contingencies & Unexpected Maintenance	£3,000.00	£0.00	£0.00	£3,000.00
3090 OS Subs/Misc	£925.00	£0.00	£0.00	£925.00
3100 OS Small Projects	£2,500.00	£0.00	£860.00	£1,640.00
3110 OS Vandalism	£3,000.00	£0.00	£407.20	£2,592.80
3115 OS Unplanned Maintenance	£0.00	£0.00	£0.00	£0.00
3130 OS Public Street Lighting Electricity	£24,600.00	£0.00	£1,731.78	£22,868.22
3135 OS Public Street Light Contract Maintenance	£8,000.00	£0.00	£3,694.03	£4,305.97
3136 OS Public Lighting Repairs	£2,500.00	£0.00	£780.00	£1,720.00
3140 OS 10 Yr Maintenance Plan	£10,110.00	£0.00	£975.00	£9,135.00
3141 OS Annual and Inspection Costs	£15,418.00	£0.00	£0.00	£15,418.00
3145 OS 30 Yr Maintenance Plan	£30,000.00	£0.00	£0.00	£30,000.00
Total Open Spaces	£457,211.50	£0.00	£59,802.16	£397,409.34
Total Open Spaces Income	£457,211.50	£0.00	£210,100.29	-£247,111.21
Total Open Spaces Expenditure	£457,211.50	£0.00	£59,802.16	£397,409.34
Total Net Balance	£0.00		£150,298.13	



EDENBRIDGE TOWN COUNCIL

TENANCY AGREEMENT FOR SWAN LANE ALLOTMENT GARDENS (That is plots up to 40 poles or 0.101 hectares, for domestic cultivation only)

THIS AGREEMENT is made between _____ (the tenant) of _____,
Edenbridge, Kent TN8 ____ and Edenbridge Town Council, of Doggetts Barn, 72A High Street,
Edenbridge, Kent ('the Council'), by which it is agreed that:

1. The Council shall let to the Tenant the Allotment Plot situated at Swan Lane Allotment Garden site, off Swan Lane, Edenbridge, and referenced as no ____ in the Allotment Register ('the Allotment Plot').
2. The Council shall let the Allotment Garden to the Tenant for a term of one year commencing on the 1st day of April 2025 and thereafter from year to year unless terminated or not reviewed in accordance with the terms of this tenancy.
3. The Tenant shall pay a yearly rent of £22.70 per plot/£11.35 per half plot (to be reviewed annually) whether demanded or not which shall be payable in full on the 1st day of April 2025 and for every year after the first year of the tenancy on the 1st day of April. Notice of any increase in rent will be available from the Council on the 1st of January each year. *Tenancy fees are agreed annually by the Council and increase in line with the Retail Price Index (RPI) rate at the time of the review.*
4. Effective from April 2025 onwards, all new plot holders will be required to pay a £50 deposit at the commencement of their tenancy. This deposit will be refunded in full at the end of the tenancy, subject to the plot being returned in a clean, tidy, and well-maintained condition, ready for the next tenant. The decision to return the deposit will be at the sole discretion of the Council, based on an inspection of the plot at the end of the tenancy.
5. The Tenant is advised that the Council oversees the day-to-day management, and any issues should be raised to the Council (via the Open Spaces Officer).
6. The Tenant shall use the Allotment Plot only for the cultivation of fruit, vegetables and flowers for use and consumption by him/herself and his/her family and friends.
7. The Tenant shall not sell or undertake business in respect of the cultivation and production of fruit, vegetables, and flowers on the Allotment Plot.
8. The Tenant shall reside within Edenbridge parish during the tenancy except by prior agreement.
9. During the tenancy, the Tenant shall:
 - a) keep the Allotment Plot clean, and in a good state of fertility and cultivation;
 - b) not cause a nuisance or annoyance to other tenants or to the owners or occupiers of land adjoining the Allotment Gardens;
 - c) not keep livestock or poultry on the Allotment Plot other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;

- d) not bring animals to the Allotment Gardens, except those referred to in c) above, apart from a dog under strict control and kept on a lead at all times;
 - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Plot;
 - f) not, except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in c) above, erect a shed, greenhouse, or other building or structure on the Allotment Plot, other than in accordance with the Council's Temporary Structures policy. *A copy of this policy is annexed to this agreement.*
 - g) not fence the Allotment Plot without first obtaining the Council's written consent;
 - h) trim and keep in decent order all hedges forming part of the Allotment Garden;
 - i) not plant any tree (other than dwarf fruit trees), shrub, or hedge without first obtaining the Council's written permission;
 - j) not cut, lop or fell any tree growing in the Allotment Gardens site without first obtaining the Council's written consent and, if appropriate, planning permission;
 - k) permit an inspection of the Allotment Plot at all reasonable times by the Council's employees or agents;
 - l) not to use, keep or deposit any items on the Allotment Gardens site perimeter land. These should be kept clear and are not for storage, water butts or depositing debris;
 - m) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Plot or the Allotment Plot of another Tenant;
 - n) be issued with combination codes for entrance to the site and use of the facilities. It is the Tenant's responsibility to ensure that the gate remain locked at all times and that other doors are relocked after use. These codes are issued for the Tenant's use only.
10. The Tenant shall observe additional rules that the Council may make or revise for the regulations and management of the Allotment Gardens and individual Allotment Plots.
11. The Council shall pay all rates (including water rates), taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Gardens.
12. The tenancy may be terminated by the Council serving on the Tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
13. The tenancy may be terminated by the Council by service of one month's written notice on the Tenant if:
- a) the rent is in arrears for 40 days or;
 - b) three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
 - c) the Tenant lives more than one mile outside Edenbridge Parish except by prior agreement.
14. If the Tenant shall have been in breach of any of the foregoing clauses or on account of the Tenant becoming bankrupt, the Council may re-enter the Allotment Plot and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
15. The termination of the tenancy by the Council in accordance with clause 13 or after re-

entry by the Council in pursuance of its statutory rights, shall not prejudice the Tenant's statutory rights to compensation.

16. The tenancy may be terminated by the Tenant serving on the Council not less than two months' written notice to quit.

17. On the termination of the tenancy, the Tenant shall remove any shed, greenhouse or other building or structure erected on the Allotment Plot unless the Council agrees otherwise, which shall be confirmed in writing to the Tenant, and shall remove all debris, leaving the Plot tidy and ready for a new Tenant to take over. Where an Allotment Plot has not been cleared, the Council reserves the right to charge the tenant the costs of clearing and making good the plot.

18. Any written notice required by the tenancy shall be sufficiently served if left at the parties address or sent by Royal Mail Signed For Post to the Town Council. Any notice to be served by the Tenant shall be addressed to the Council's Clerk and may be emailed to openspaces@edenbridgetowncouncil.gov.uk.

19. The Town Council reserves the right to terminate this Agreement at any time to any Tenant who does not comply with this Agreement. Refunds will not be given.

20. This agreement has been prepared in line with The National Association Of Local Councils Allotment Gardens model guidelines.

Once completed and signed (below) this Agreement is to be returned to the Open Spaces Officer, Edenbridge Town Council

Signed by:

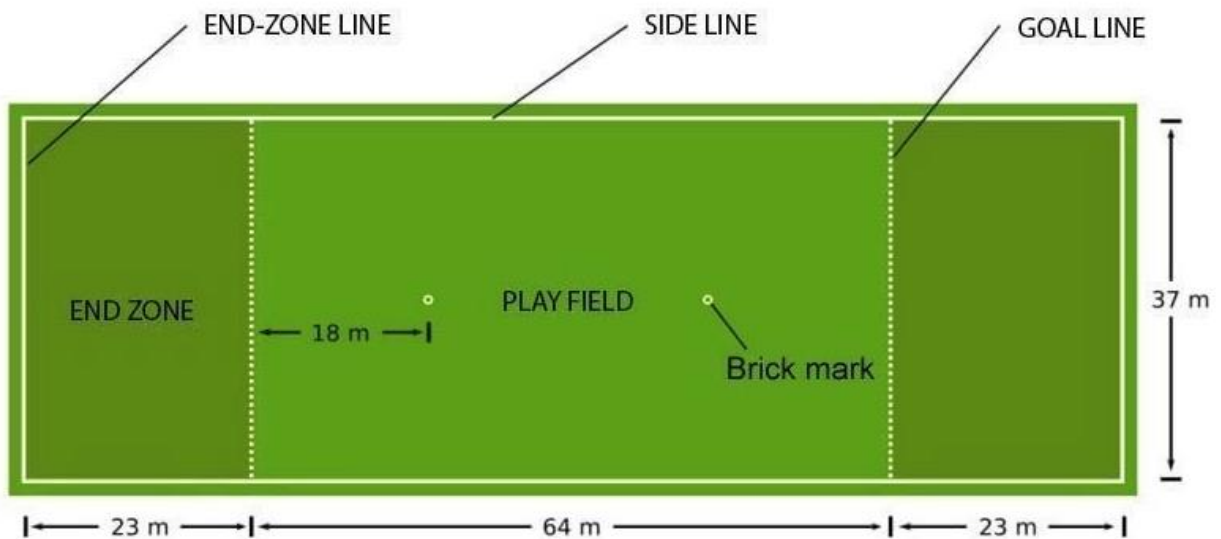
Tenant: Date:

On behalf of Edenbridge Town Council:
Town Clerk or Open Spaces Officer

Full Plot / Half Plot

Appendices: Temporary Structures Policy

The information collected by Edenbridge Town Council, on this form, will be used to process your tenancy agreement. Edenbridge Town Council is the Data Controller for the purpose of the General Data Protection Regulation 2018 (GDPR). You can find out more about how we use your data from the 'Privacy Notice' from the Council Office or on our website <http://www.edenbridgetowncouncil.gov.uk/policies/website-policy/> By signing this document you are confirming that you have read our privacy notice and agree for us to process your personal data.



Option one



Option two

