

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

Notice is hereby given of an Open Spaces Meeting to be held in Rickards Hall on 15 September 2025 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
10 September 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**

Including any interests not already registered.

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 02 June 096/01-12**

 Open Spaces | 02 June 2025 v.1 - Minutes (Pages 2023-096/1-11)

5 **To receive analysis of receipts and payments to 10 September 2025**

Attached is a copy of the income and expenditure from 1 April to 10 September 2025. To note:

310 Rents - £1,615.65 generated from children's fair in May (not budgeted). A further £1,615.65 to come for fair in August.

320 Solar panels - From the depot.

326 Grass Pitch Grant - Yet to submit the annual return for the Recreation Ground and Mowshurst.

 Annex 1: Financial Comparison OS 092025.pdf

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

The lifebuoy ring, protective casing, supporting post, and pond safety signage located at Millennium Wood have been stolen. The cost of replacing the stolen equipment was £362.66. Replacement items have been ordered to ensure there is no prolonged risk to public safety. The replacement equipment will be installed promptly upon delivery. (Vandalism budget).

Trees from the Churchyard were encroaching the boundary and roof of The View School and required cutting back professionally at a cost of £540.00. (Tree works budget)

**Do Members ratify the above expenditure?**

7 **Head Groundsman's report**

- Routine seasonal work
- Weed treatment
- Maintaining planters in and around the town, including Doggetts Barn and beds in cemeteries
- Topping up sunken graves
- Pruning of shrubs and bushes
- Pitch marking

- Watering
- Mowing all sites
- Grass cutting all sites.

The team has been busy over the summer and into the new season with a wide range of maintenance and improvement works across Council sites.

At the Recreation Ground, the team renovated the goalmouths on the football pitches, carrying out over seeding and top dressing. Fertiliser was also applied to the high wear areas such as the penalty boxes, centre circles, and the 1st XI rugby pitch. With the season now underway, all pitches have been freshly remarked. A new set of football goal sockets was installed at the Recreation Ground on behalf of the rugby club.

The summer tree survey was completed in July. Where possible, follow-up works have been carried out in-house, while a small number of jobs have been referred to contractors for specialist inspection and diagnosis.

The annual risk assessment review is in progress and is expected to be completed in the coming days.

Large-scale selective weed spraying was undertaken earlier in the summer on the Council's sports pitches.

At Stangrove Park, the team cleared undergrowth and removed dead trees from around the pond to improve both water quality and the appearance of the area.

Across Council sites, benches and other items of street furniture have been fully renovated and repainted.

Following requests from councillors during the site visits in May, several tree stumps have been removed across Council sites (expenditure for equipment hire approved by Members at June meeting).

7.1 **To approve expenditure of £300.00 to purchase a ground breaker for the digging of ashes plots**

Over the course of this year, the team has experienced difficulties in undertaking ashes burials and other groundworks as a result of extremely hard ground conditions due to the warm and dry weather. The purchase of a ground breaker would mitigate these issues and avoid delays with works in the future.

**Do Members confirm to approve the expenditure of £300.00 to purchase a ground breaker for the digging of ashes plots?**

7.2 **To consider ad-hoc tree work arising from Head Groundsman's inspection**

The Head Groundsman recently highlighted some tree work to be completed by a professional on a recent tree inspection.

Stangrove Park:

An oak requires felling to stump height and an oak requires a crown lift to 4m over a private garden area. Cost £1,080.00.

Blossoms Park:

An oak requires dead wood stabilising. Due to location traffic management will be needed. Cost £420.00.

**Do Members approve the expenditure of £1,500.00 for the above tree works?**

8 **To confirm the expenditure under the annual works programme for the hedge cutting at Council sites £2,195.00**

Prices have been sort for our routine seasonal hedge cutting. The contractor previously used have come back with a quote and if approved this work will be scheduled for the coming months.

**Do Members confirm to approve the expenditure of £2,195.00 plus VAT for annual hedge cutting?**

9 **Open Spaces business**

**Summer fun days:** The annual Summer fun days took place each Thursday between 31 July and 21 August. All were well attended and ran smoothly. Unfortunately the first week was a washout but the second week had around 30 children attend.

**South and South East in Bloom:** Judging for the competition took place in July for the following categories, town centre, town, park, conservation area and cemetery. The award ceremony that usually takes place in September has been moved to 21 October.

**Millenium Wood:** The nature trail at Millennium Wood was completed in June and has been promoted on social media. The trail appears to have been well received by the public.

**Jubilee clock:** The clock underwent it's annual service on 3 June 2025.

**Children's fun fair at Stagrove Park:** The children's fun fair took place in Stangrove Park in August. 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.

**Market archway at Market Yard Car Park access road:** The archway is mostly constructed, awaiting to be treated and sprayed. It is hoped that works to install it will be late September/October. The gazebos have proved a little more difficult to order due to considering branding and artwork.

**Land outside Old Police Station: To note the completion of the Transfer of part of registered title and Deed of Covenant to the Town Council:** Findley Design and Developments who have converted the Old Police station, has gifted a section of land at the front of the site on the High Street and where the Council's flagpole sits, to the Council. The land transfer completed on 14 July. The Council plans to create a community area. Last year £5,000 was moved to earmarked reserves (EMR) towards this project which will be overseen by the Open Spaces Committee. An update with a draft outline of necessary works and a planting programme will be provided at the November meeting. More significant works will require specialist input.

9.1 **To receive the burial report**

June: Two burials, one ashes interment.

July: Two burials.

August: One burial, two ashes interments.

September: One burial, one ashes interment to date (10 September),

9.2 **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 were assessed and will be reviewed in 2026.
- Re-pointing sections of Doggetts Courtyard. This has been assessed and very minimal work is required, quotes will be obtained for 2026.

30-year budget allocation has allowed for:

- Streetlights.
- Playground contingency.

### 9.3 **Playground inspections**

The annual playground inspections have been booked for Marsh Green, Blossoms Park, Stangrove Park and Lingfield Road Recreation Ground. The inspections are due to take place on 25 November 2025.

The Spitals Cross playground has not been included as an inspection took place earlier this year, but will be included in the yearly inspections from 2026 onwards.

### 9.4 **Churchyard eco garden area extension**

The Church Warden has proposed an extension of the existing eco garden area within the Churchyard, focusing on the section of land adjacent to the Market Yard Car Park. The aim of this project is to enhance biodiversity, improve habitat connectivity, and increase the ecological value of the Churchyard. The extension would create a wildlife corridor, linking existing green areas and providing habitat and safe passage for pollinators, birds, and small mammals.

Plans include planting of indigenous shrubs suited to the local environment, supporting native wildlife and retaining an unmown grassed strip, managed as a wildflower meadow or rough grassland to provide for pollinators.

Officers have approved this, and notified the Church Warden that Committee would be asked to ratify.

**Are Members happy to ratify the Churchyard eco garden extension?**

### 9.5 **Annual gully clean for Market Yard Car Park and East Car Park, Recreation Ground**

The annual gully clean for Market Yard Car Park (MYCP) and Recreation Ground east car park was completed on 8 September 2025.

The total cost was £978.00, a £14.00 budget overspend.

**Members are asked to ratify the budgeted expenditure of £978.00.**

### 9.6 **Fly tipping**

No fly tipping has been reported.

### 9.7 **Vandalism report**

As reported on item 6, the lifebuoy ring, casing, post and pond safety signage at Millennium Wood have been stolen. The replacement cost for these items is £362.66. The replacement items have been ordered and will be installed as soon as they're delivered.

The theft has been reported to the police.

Also, to note, agenda item 19 is considered vandalism. Current vandalism spend is £1,993, with item 19 vandalism will be over budget by £3,040.

## 9.8 **Allotment matters**

### 9.8.1 **To receive a request to introduce a pond at Forge Croft Allotments**

A request has been received from a plot holder at Forge Croft Allotments for permission to introduce a pond on their plot. The proposed pond would measure no larger than 7ft by 7ft and no deeper than 2ft. The plot holder has confirmed that appropriate safety measures, including signage and fencing, would be installed. They have highlighted the environmental benefits of a pond, noting its potential to attract amphibians and other wildlife, and to help reduce pests such as slugs and snails, thereby reducing the need for pesticides. The pond would be constructed using materials that would allow for easy removal if required in the future.

There is a small pond at Forge Croft Allotments already, though not of this size.

**Do Members approve the request from a plot holder at Forge Croft Allotments to introduce a pond to their plot?**

## 9.9 **Market activity**

There are currently 15 traders who attend the market, although not all are regular. Averaging around 8 stalls per week.

Market rents are above budget for 5 months.

Trader numbers have been lower throughout August due to holidays, lowest week 4 stalls.

### 9.9.1 **To consider the principle of hiring out Market Yard Car Park for weekend markets**

The Committee is asked to consider the principle of hiring out the MYCP for weekend markets. To provide clarity and consistency in the event of future requests, it is appropriate to establish a position on whether such use would be supported in principle. Members are also invited to give early consideration to the framework for hire fees, and whether concessions should be offered to charitable or community-led events.

For reference, in 2016 the hire fee was set at £5,105 per year (£98 per week). In 2021, when preparing the re-tender for the market, the proposed fee was £5,600 per year (£107 per week). Both figures were based on agreements with the market contractor at the time. Taking account of inflation, an appropriate baseline fee today would be at least £6,000 per year (equivalent to £115 per week).

Markets of this type could bring significant benefits by supporting local traders, encouraging footfall in the town centre, and strengthening community activity. However, the temporary use of the car park for markets would reduce parking availability and place responsibilities on the Council in relation to licensing.

Establishing a position at this stage will provide a clear framework for responding to future enquiries. Utilising the pedestrian access for markets between the High Street and the MYCP will help strengthen links and bring the market closer to the High Street. However, market vehicles will continue to occupy space within the MYCP, and the impact on parking capacity will increase for any larger markets.

**Members are asked to consider whether they support, in principle, the hiring out of MYCP for weekend markets. If agreed, members are further invited to determine the**

**level of hire fees to be charged and whether any discount or waiver should apply to charitable or community led events.**

In addition, a hiring agreement would need to be established. During the retendering process in 2021, we learnt the necessity to have details for responsibilities and expectations set out in a proper document. Whilst officers could edit what was the draft tender to create a hiring agreement, Members are asked if they would support the Council's solicitor revisiting this to form a suitable hiring agreement for different market events. Fees will be presented to confirm at the November meeting.

**Do Members support the motion to have a proper legal hiring agreement for individual markets?**

9.9.2

**Lingfield Monthly Sunday Market - To consider a request to waive the markets licence fee imposed on commercial markets under the Council's Markets Licensing Policy**

At the April meeting, Committee received a request to permit the Lingfield monthly market and thus grant a licence under its policy, and to also consider if it would waive or reduce the fees. Members resolved, to approve the new monthly market request and waive the fees for the first market only – 13 April. For subsequent markets the commercial rate fees to be upheld.

The fee structure (section 6) says:

- £25 per market - less than 15 traders,
- £50 per market - 15-24 traders
- £75 per market – 25-34 traders

As the market is new, and the number of pitches each month varies, we have been invoicing the market £25 per month, until an established attendance is confirmed. Invoices were raised from May onwards, each one has been paid promptly.

**Background:** In February, the organiser of the new monthly market contacted the Council keen to establish the market correctly. They were advised about the Council's declaration of powers under the Food Act 1984, Part III (52) in May 2002, which also allows the Council (as the market authority) to appoint the days, and the hours, markets are to be held and control market events within a six and two thirds miles radius of its own Market (this is based on case law not statute). Lingfield is within this radius. The email also said, we encourage local events and businesses, hence why when organisations hold markets/craft fairs it does not consider it necessary to implement the market powers, but if the Lingfield market was to become an ongoing regular market, it was suggested to formally obtain the Council's permission.

The Market Licencing Policy does not apply to existing markets outside the post adoption scope.

Between February to June, the Town Clerk and organiser has corresponded 48 times over email, plus emails to a Lingfield resident. During these emails, the Lingfield Market has since presented a constitution, advising that they are not a commercial market, they have said,

- It is a non-profit organisation community based market with strong charitable element with the intention of raising money for local charities.
- As such Lingfield market offers free pitches to local schools (Lingfield and Dormansland primary), our local Church, Young epilepsy and charities as well as raising money for them.
- At the end of the year Lingfield market committee and board will decide how much and to which charity we will give our surplus.

**Request:** to apply the fixed fee of £25 only for administrative costs, instead of the fees that apply to commercial markets.

In June, a constitution was provided by the organiser. Some questions were then asked to the organiser:

In its current form, the constitution (attached confidential) raises a few areas where further clarification would be helpful:

- The document does not appear to be dated or signed, nor does it identify the current Board members or confirm that they are in place.
- While the constitution refers to charitable purposes, this alone does not confirm that the organisation operates as a not-for-profit or has formal charitable status.
- It would be useful to understand how surplus funds are managed, how decisions regarding charitable donations are made, and how the Board is elected and held accountable.
- If you are applying for external grants, the Council would expect those funds to be used as specified within those grants, which is separate from demonstrating that the market itself operates on a not-for-profit basis.

The email went on to advise that the matter would be on the agenda for the next meeting of the Council's Open Spaces Committee, on 15 September 2025. This provides time to review and, if necessary, update the Constitution and provide any further supporting information that may assist the Committee in considering the request.

In the meantime, to avoid any build-up of outstanding fees, it was recommended that the existing invoices were settled. Should the Committee subsequently approve the market's reclassification under the community market category, any overpaid fees would be refunded accordingly. As mentioned above, invoices have been paid.

Representation by the organiser, was made at the Council's meeting on 08 September, asking for consideration to the fees and requesting a copy of the licence (which hasn't been provided until committee clarifies if the licence is to be under commercial or community agreement).

**Members are being asked to:**

- **Consider if Lingfield monthly market meets the community organisations criteria (as outlined in the policy 5.ii).**
- **To waive the market fees under the community-based criteria.**
- **To confirm the market licence for the monthly Sunday market as a community-based group.**
- **To consider a refund of £75 (£100 - four markets - less the £25 admin fee).**

 Confidential Annex 2 (omitted from public documents):

9.10

**Confirmation of tree safety surveys and cemeteries memorial test procedures**

**Tree safety surveys:**

A full tree survey is undertaken every two years to ensure that all trees within the Council's responsibility are inspected for health and safety risks. In addition to this, the grounds staff conduct regular ad hoc and 6 monthly checks throughout the year to identify and address any emerging issues promptly.

**Cemeteries memorial test procedures:**

All headstones are subject to checks by the grounds staff. The procedure followed is the standard push test, and records of these inspections are maintained by the Head

Groundsman. Where a memorial is found to be unsafe, it is laid down immediately to remove any risk to the public. In cases where a memorial shows lower level risk, the grant of right holder is contacted and asked to arrange remedial action. If no response is received, or the risk remains unaddressed, the memorial is also laid down in the interests of public safety. Records are kept and logged by the Head Groundsman.

The memorial stabilisation safety training refresher for ground staff was given on 14 January 2023

**Are Members satisfied with the current procedures for tree survey and memorial tests?**

9.11 **To receive an update on the gardens in bloom competition and discuss plans for 2026**

The Edenbridge Gardens in Bloom competition for 2025 has now closed, with winners and runners up selected. Prizes and certificates will be sent out shortly. It is noted that there was a low number of entries this year.

The Beaver Scouts have contacted the Council to request the introduction of a miniature garden category that all their members could enter individually, and it is understood that the Brownies may also be interested in this.

**Members are asked to consider whether they wish the competition to continue in 2026, and if so, whether the categories should be reviewed to encourage wider participation and attract new entries, given the low response this year and the staff time required to administer it.**

9.12 **To approve expenditure of £975.00 to replace three riding sheets at Blossoms Park skate park**

Three replacement riding surface sheets for the skate park are required, costing £975.00 (part of 10 year Open Spaces maintenance programme).

**Do Members confirm to approve the replacement of three riding surface sheets at the skate park at a cost of £975.00?**

10 **Self defence classes for women and girls: To receive an update**

At the 2 June 2025 meeting Members resolved to confirm the expenditure of £2,450 for a five week self defence course for women and girls. The course has now been booked with the provider, running every Sunday evening from 26 October to 23 November in Rickards Hall. Classes for 13-17 year olds will be between 6-7pm and 18+ will be between 7-8pm. The course has been promoted on social media and in the notice boards.

11 **To receive an update on Council application for an unmetered account with UK Power Networks on behalf of the Edenbridge Community Christmas Association.**

At the June meeting Members resolved to approve the request from the Edenbridge Community Christmas Association (ECCA) for the Council to apply for an unmetered supply account with UK Power Networks (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.

An unmetered account has now been obtained from UKPN and ECCA are now able to apply for a license with Kent County Council to display festive lights on their streetlights.

12 **To receive an update on Mowshurst bonfires and consider alternatives**

On 11 July, complaints were received from members of the public regarding a bonfire carried out by grounds staff at Mowshurst. The concerns raised included:

- That the bonfire appeared to have been left unattended.
- That the warm and dry weather conditions at the time were not appropriate for carrying out such activity, raising potential fire safety and public health concerns.

Following receipt of these complaints contact was made with Environmental Health at Sevenoaks District Council (SDC) to clarify the Council's responsibilities in managing bonfires and to address the specific concerns raised. As part of these discussions and the wider review of vegetation management, the Council has now obtained a D7 exemption from the Environment Agency for two sites; Mowshurst and Forge Croft Allotments.

This exemption allows the Council to burn up to 10 tonnes of green waste in any 24-hour period, store up to 20 tonnes of green waste intended for burning at any one time and store waste for up to 6 months before burning, enabling it to dry out and reduce smoke emissions.

The Council's Vegetation Management and Bonfire Policy has now been updated to include compliance with the D7 exemption. Additional emphasis has been placed on ensuring bonfires are only lit by trained staff, attended at all times, and conducted under appropriate weather conditions.

In addition to the above ground staff will check the wind direction before burning to minimise the impact to nearby residents.

There are alternatives to burning that can be considered, although these bring their own challenges.

### **Current Approach – Bonfires (D7 Exemption)**

#### **Benefits:**

- On-site disposal — no transport required.
- Cost-effective — minimal direct costs beyond staff time and equipment.
- Suitable for large volumes, especially following hedge cutting.

#### **Challenges:**

- Environmental impact — burning releases CO<sub>2</sub>.
- Weather dependency — cannot proceed during dry/hot spells or very windy conditions.
- Staff supervision — must be attended at all times until extinguished.

### **Option A – Green Waste Collection**

This would be provided by an external contractor.

#### **Benefits:**

- Environmentally preferable — material composted or recycled.
- Minimal disruption to residents

#### **Challenges:**

- Requires access to green waste by road, not suitable for most Council sites.
- Waste would need to be stockpiled before the next collection.
- Costs - £380 plus VAT per collection

Stockpiling green waste (e.g. hedge cuttings, logs, branches, grass cuttings) in publicly accessible locations such as parks, open spaces, or churchyards poses a number of risks, including:

Fire risk:

- Large piles of dry vegetation can ignite quickly, either accidentally (discarded cigarette, glass magnifying sunlight) or deliberately (arson).
- Fires in stockpiled waste are harder to control due to compaction and air pockets, potentially smouldering for days. Long-term piles may encourage fly-tipping, with the risk of people adding other waste (household waste, rubble, plastics) or combustible material.

Regulatory and liability issues:

- If stockpiles exceed permitted volumes or durations, the Council may be in breach of Environment Agency regulations (D7 exemption: max. 20 tonnes stored for 6 months).
- Liability could fall on the Council if injury or damage occurs due to unmanaged waste.

### **Option B – Direct Disposal at Licensed Green Waste Facility**

The Council could transport green waste to a commercial green waste facility (e.g. composting centre).

#### **Benefits:**


- Environmentally responsible — all material composted or mulched.
- Professional processing — avoids smoke issues.
- Can take very large volumes.

#### **Challenges/Costs:**

- Fees - £50.00 per load.
- Transport costs - includes staff time, fuel, and vehicle wear. Estimated to be £133.92 per trip, including ground staff hourly rate of £32.23 per person and 0.45p per mile based on the HMRC approved mileage rate. New sides, or a new trailer would need to be considered to increase the capacity to make trips worthwhile.
- ULEZ charges: would require travelling into/through London charging zones, this would add £12.50 per day per vehicle.
- Staffing - at least 2 ground staff per trip, plus time away from other duties, approximately 2 hours per load.
- Frequency - trips may be required several times a week.

This option is more environmentally sustainable but could cost thousands per year, depending on volumes and distance to the nearest facility, along with staff being taken away from other duties for several hours per week.

#### **How would Members like to proceed?**

 Confidential Annex 3 (omitted from public documents):

12.1

#### **To review and adopt the draft Vegetation Management and Bonfire Policy**

The Council's Vegetation Management and Bonfire Policy has now been updated to include compliance with the D7 exemption.

#### **Do Members confirm to adopt the draft Vegetation Management and Bonfire Policy?**

13

#### **To receive a request from Edenbridge Rugby Club to install storage container on new hardstanding to the rear of the Pavilion in the gated off area of land**

Edenbridge Rugby Club (ERC) have submitted a request to add a storage container to the rear of the Pavilion in the gated off area of land. The proposal also includes the creation of a hard-

standing surface in this area, extending as far as the gates, in order to provide a dry, flat and firm base that will enable the space to be used effectively in all weather conditions. The intention is that the container will provide much-needed additional storage for the club and will ensure equipment and resources can be accessed and managed more reliably throughout the year.

In addition to this, ERC have requested the installation of a lean-to or covered structure linking the Pavilion to the new container. This would create further sheltered storage space and help to keep the immediate area dry, improving usability and reducing maintenance issues associated with wet or muddy ground. Should Members approve these proposals, ERC would be required to review and comply with all relevant planning regulations regarding the lean-to/covered structure before any work could proceed.

**Do Members approve the request from ERC to add a storage container, along with hardstanding to the rear of the Pavilion?**

**Do Members approve the request from ERC to add a lean-to or covered structure linking the Pavilion to the new container, subject to planning permission if required?**

14 **To receive a request from Edenbridge Cricket Club to introduce flower beds to the front of the cricket pavilion**

A request has been received from Edenbridge Cricket Club (ECC) to introduce flower beds in front of the cricket pavilion at Blossoms Park. The request is to improve the look of the pavilion frontage, add colour, and to support wildlife. The beds would be immediately in front of the pavilion balustrades so as to be out of the way of the tractor mower cutting the grass.

ECC would be responsible for the maintenance and upkeep. Should the request be confirmed, the flower beds would be introduced in Spring 2026.

**Do Members approve of the request from ECC to introduce flower beds?**

15 **To receive an update on the bulky waste collections**

SDC Direct Services have confirmed that the bulky waste collections, which are funded by Edenbridge Town Council, will be suspended from October 2025 until further notice. This suspension is due to ongoing difficulties at SDC in maintaining sufficient staffing levels to deliver the service.

The collection scheduled for September 2025 will therefore be the final one to take place under the current arrangement, although they have said they would like to think the service could resume in early 2026. This raises potential issues for residents who have relied on the bulky waste service as a means of disposing of large household items, and there is a risk of an increase in fly tipping or improper disposal.

**Do Members have any comments?**

16 **Resident complaint regarding herbicide spraying at Recreation Ground**

A formal complaint was submitted under the Environmental Information Regulations 2004 (EIR) concerning the Council's recent herbicide spraying at the Recreation Ground. The resident raised issues regarding:

- Inadequate signage and absence of product details
- Public safety concerns for children and pets
- Potential breaches of DEFRA (Department for Environment, Food & Rural Affairs)/HSE (Health and Safety Executive) and COSHH (Control of Substances Hazardous to Health regulations) guidance

- Statutory response deadlines were also cited, with a stated intention to escalate to the Information Commissioner's Office

A full written reply has been issued confirming that Mircam Plus, an amenity-approved herbicide, was used by qualified contractors. Active ingredients and safety precautions have been detailed.

The contractor confirmed compliance with sector norms and safe handling procedures, with COSHH responsibility sitting with them.

Signage was displayed as a courtesy (not a legal requirement). A review will consider including additional information such as spray dates in the future.

The Council's response assured the resident that practices meet required standards and conveyed the matter was taken seriously.

No formal breach has been identified, but internal procedures around signage should be reviewed by the Open Spaces Committee. The Town Clerk will monitor for further correspondence or escalation.

Councillors previously copied into the original complaint remain informed.

A Weed Control Policy, aligned with the latest DEFRA Code of Practice has been drafted for approval, to include:

- Expectations and compliance requirements for contractors
- Procedures for Council checks and requests
- Standards for signage to be provided at treatment sites

#### **Do Members have any comments?**

#### **Do Members confirm the Weed Control Policy?**

 Confidential Annex 4 (omitted from public documents):

17

#### **To receive an update on the proposed Bandstand at Stangrove Park and to confirm support for the CIL bid**

At the Full Council meeting in March 2025, Members resolved to support the submission of an application for Community Infrastructure Levy (CIL) funding to the SDC CIL Spending Board, with the objective of securing financial support towards the proposed bandstand project.

Although the initial application to the Spending Board was not successful, the project was subsequently considered under SDC's 15% CIL allocation (set aside for local spending outside of the main board's timescales). On 14 July 2025, confirmation was received that funding of £72,430 had been approved to support delivery of the bandstand.

This allocation represents a significant step forward in the progression of the project and provides a foundation on which to move to the next stages. Work is now underway to:

- Investigate and compare bandstand designs, ensuring options reflect both heritage and modern suitability for the park setting.
- Develop detailed plans covering location, orientation, accessibility, and integration with the wider landscape.
- Obtain quotations from specialist suppliers and contractors for both the structure and associated groundworks.
- Assess timescales for procurement, construction, and completion, with a view to presenting a realistic project timeline.

An application for the remaining funding will be made to the ETC CIL Board in December.

Further updates will be brought back to Committee as quotes and design options are received, to enable Members to consider the next stages of procurement and delivery.

**Members are asked to confirm:**

- **Support for a bandstand in Stangrove Park**
- **To proceed with design and cost investigations**
- **To proceed to tender**
- **To confirm a CIL application to the CIL Board**

18 **To consider replacement of the playground at Marsh Green**

The current playground equipment at Marsh Green is now tired, worn, and no longer fit for purpose. The facilities require upgrading for accessibility, and long-term usability for the local community. This is on the 30 year plan, initially for 2024/25, now 2025/26. The playground inspections also highlighted safety concerns with the play equipment.

It is therefore proposed that Committee consider the replacement of the playground. Subject to approval, suitable design options and indicative costs will be investigated. These findings will be brought back to Committee early next year for consideration.

Before going to tender the full specifications will be brought back to committee.

**Do Members support the replacement of the playground at Marsh Green and to submit a bid to the CIL Board?**

19 **Requests to consider following the Nomads lease meeting: Pitch reinstatement, signage and parking provisions**

The Town Clerk and Open Spaces Officer met with two committee members of Edenbridge Nomads for the annual lease review, an update was provided at the September Council meeting. Several requests were raised for consideration:

Pitch reinstatement - Request to reinstate the third pitch at Mowshurst as a half-size pitch for junior football. Currently a wildflower meadow.

Signage - Request for Council to reinstate signage for Mowshurst and Edenbridge Nomads, which has been removed/taken. Cost for a sign measuring 420 x 594mm is £120.00.

Parking provision - Ongoing parking issues linked to the growth of football activity. Request for Committee to consider expanding the parking area. The area in question is the current grassed area next to the barn.

19.1 **Pitch reinstatement - Request to reinstate the third pitch at Mowshurst as a half-size pitch for junior football. Currently a wildflower meadow.**  
**Do Members approve the request to reinstate the third pitch at Mowshurst as a half-size pitch for junior football?**

19.2 **Signage - Request for Council to reinstate signage for Mowshurst and Edenbridge Nomads, which has been removed/taken. Cost for a sign measuring 420 x 594mm is £120.00.**  
**Do Members approve the request to reinstate signage for Mowshurst and Edenbridge Nomads, which has been removed/taken? Cost for a sign measuring 420 x 594mm is £120.00.**

19.3 **Parking provision - Ongoing parking issues linked to the growth of football activity. Request for Committee to consider expanding the parking area. The area in question is the current grassed area next to the barn.**  
**Members are asked to consider the request to expand car parking at Mowshurst in principle. Should Members confirm the request in principle, the Open Spaces Officer will investigate options and costs.**

20 **Damage to the height restriction barrier at the entrance of Market Yard Car Park: To approve expenditure of £4,047 for a new barrier**

On or around 21 August a vehicle has caused irreparable damage to the height restriction barrier at the entrance of Market Yard Car Park. It appears that an over height vehicle has driven or reversed into the gate causing it to bend and it is now not able to lock properly. The gate has been secured with a chain and padlock as a temporary measure.

The company who installed the gate have assessed the damage and have confirmed that although the posts are unaffected, the barrier arm has been damaged beyond economic repair and requires replacement. The cost for a replacement barrier is £4,047.00 plus VAT.

**Do Members approve the expenditure of £4,047 for a new height restriction barrier at the entrance of Market Yard Car Park?**

21 **To receive a request from West Kent Housing Association to hold a community event in Stangrove Park on 28 October**

A request has been received from the Community Development Officer at West Kent Housing Association (WKHA) to hold a small event in Stangrove Park.

The event is to advertise the work WKHA do in Edenbridge, especially focusing on their Youth Services and the HOUSE projects. They are hoping to have a few other partners including the Fire Brigade join them in Stangrove Park, close to the Leisure Centre. The same area that is used for the summer family fun days. They are hoping to hold the event during the October half term on Tuesday 28 October from 2-4pm.

**Do Members approve the request for WKHA to hire an area of Stangrove Park, at no charge for a community event?**

22 **2025-26 Streetlight programme update**

Reminder of the replacement programme for the current year.

Column No.	Road	UKPN costs £	Streetlights £	Total £
55	Four Elms Road	3178	1515	4693
229	Stangrove Road	1992	1515	3507
230	Stangrove Road	1858	1515	3373
231	Stangrove Road	1858	1515	3373
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
		<b>13144</b>	<b>10890</b>	<b>24034</b>

The invoices to UKPN were paid in June, but had not been matched to the jobs so have as yet they have not booked in the works. Streetlights are liaising with UKPN for dates. It is hoped these works can be completed by the end of 2025.

The redundant column on Four Elms Road/Fircroft Way - where the four new KCC lights are -

has been paid and works should have been completed.

**Do Members have any questions?**

22.1 **To consider request for new streetlight – Church Street (near Cemetery Gates)**

The Council has received several requests from residents for the installation of a new streetlight on Church Street, in the vicinity of the cemetery gates and footpath. The purpose of the proposed installation is to improve visibility and public safety in this location.

A new column would require planning permission as it would be positioned on the highway. Estimated installation costs are in the region of £4,000, although the element relating to UKPN is subject to a formal quotation.

Should the proposal proceed, UKPN would be contacted for cable drawings in order to determine the most suitable and cost-effective location for the column.

A letter has been circulated to residents of Church Street advising of the proposal being considered to improve lighting, and that a viable location is close to the cemetery gates.

The lantern would be fitted with the same LED lighting units currently in use elsewhere in the Edenbridge and the light would be directed downwards only, ensuring that illumination is restricted to the roadway and does not spill unnecessarily onto private property.

**Do Members confirm to proceed with seeking planning permission for the installation of a new streetlight in Church Street and obtaining a formal quotation from UKPN, and to submit a CIL bid to the CIL Board to cover the costs?**

23 **News Release**

24 **Date of next meeting - 10 November 2025**

## Financial Budget Comparison

### for Open Spaces

Comparison between 01/04/25 and 10/09/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
<b>INCOME</b>					
<b>Open Spaces</b>					
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	£9,563.42	-£7,436.58
310	OS Rents	£12,587.12	£0.00	£13,513.84	£926.72
311	OS Market Rents	£9,000.00	£0.00	£4,312.09	-£4,687.91
313	OS Market Waste Services	£1,700.00	£0.00	£0.00	-£1,700.00
315	OS Maintenance Services	£7,488.00	£0.00	£4,183.82	-£3,304.18
320	OS Solar Panels	£0.00	£0.00	£2,525.22	£2,525.22
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
330	OS Allotment Deposits	£0.00	£0.00	£450.00	£450.00
<b>Total Open Spaces</b>		<b>£457,211.50</b>	<b>£0.00</b>	<b>£235,377.35</b>	<b>-£221,834.15</b>

# Financial Budget Comparison

## for Open Spaces

Comparison between 01/04/25 and 10/09/25 inclusive. Includes due and unpaid transactions.

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

		2025/26	Reserve	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Open Spaces</b>					
3000	OS Staff Costs	£265,867.45	£0.00	£109,143.25	£156,724.20
3010	OS Utilities	£3,692.00	£0.00	£1,312.22	£2,379.78
3011	OS Market 1	£3,250.00	£0.00	£800.93	£2,449.07
3012	OS Market 2	£9,328.05	£0.00	£3,800.04	£5,528.01
3013	OS Market Waste Services	£1,700.00	£0.00	£550.40	£1,149.60
3014	OS Rates Market Yard Car Park	£2,090.00	£0.00	£1,347.50	£742.50
3015	OS Rates Depot- Mowshurst Barn	£6,150.00	£0.00	£3,865.10	£2,284.90
3016	OS Other Staff Expenses	£4,950.00	£0.00	£1,675.67	£3,274.33
3020	OS	£0.00	£0.00	£0.00	£0.00
3026	OS Sports Pitch Improvements (re grant 326)	£7,680.00	£0.00	£575.00	£7,105.00
3029	OS Bulky Waste Collection	£2,500.00	£0.00	£1,503.48	£996.52
3030	OS External Services Costs	£4,705.00	£0.00	£409.50	£4,295.50
3040	OS Replacement Equipment and Tools	£7,000.00	£0.00	£1,293.55	£5,706.45
3050	OS Materials	£8,100.00	£0.00	£5,066.72	£3,033.28
3055	OS Hanging Baskets & Plants	£7,200.00	£0.00	£6,397.38	£802.62
3060	OS Buildings Insurance	£4,276.00	£0.00	£3,887.41	£388.59
3065	OS Cemetery Expenditure	£650.00	£0.00	£437.85	£212.15
3070	OS Vehicles/Costs/Fuel	£12,200.00	£0.00	£6,429.42	£5,770.58
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 10/09/25 inclusive. Includes due and unpaid transactions.

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

	<b>2025/26</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
3080 OS Contingencies & Unexpected Maintenance	£3,000.00	£0.00	£4,041.88	-£1,041.88
3090 OS Subs/Misc	£925.00	£0.00	£35.82	£889.18
3100 OS Small Projects	£2,500.00	£0.00	£4,127.87	-£1,627.87
3110 OS Vandalism	£3,000.00	£0.00	£1,993.88	£1,006.12
3115 OS Unplanned Maintenance	£0.00	£0.00	£0.00	£0.00
3130 OS Public Street Lighting Electricity	£24,600.00	£0.00	£5,777.38	£18,822.62
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	£4,435.00	-£1,935.00
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	£265.00	£15,153.00
3145 OS 30 Yr Maintenance Plan	£30,000.00	£0.00	£17,483.00	£12,517.00
<b>Total Open Spaces</b>	<b>£457,211.50</b>	<b>£0.00</b>	<b>£191,324.28</b>	<b>£265,887.22</b>
Total Open Spaces Income	£457,211.50	£0.00	£235,377.35	-£221,834.15
Total Open Spaces Expenditure	£457,211.50	£0.00	£191,324.28	£265,887.22
<b>Total Net Balance</b>	<b>£0.00</b>		<b>£44,053.07</b>	