

**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 June 2026 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
10 June 2026

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 **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, approve and sign the minutes of the Open Spaces Meeting held on 13 April 2026 (pages 2023-134/1-7).**

 Open Spaces | 13 April 2026 v.1 - Minutes (Pages 2023-134/1-7)

## 6 **To Receive Analysis of Receipts and Payments to 10 June 2026**

Attached is a copy of the income and expenditure from 1 April to 10 June 2026. To note:

### **Income:**

311 Market Rents: Currently above target

325 Sundry Receipts: Above target due to income generated from children's fair. Expected to return in August.

### **Expenditure:**

3029 Bulky Waste Collection: This service has been cancelled

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

 Annex 1: financereport.pdf (click to download).

## 7 **To Ratify Operational Decisions for Open Spaces Activity**

## 8 **Correspondence**

A resident had contacted the office to express concerns about the fun fairs held in Stangrove Park. She stated that these events cause disturbance to residents, attract undesirable individuals, and create an environment where she believes young people, particularly teenage girls, may be vulnerable. She criticised the Community Safety Unit and Kent Police for what she perceives as a lack of monitoring and enforcement at these events.

She also raised concerns about damage to the park caused by heavy vehicles, alleged poor food hygiene standards (although the cited food poisoning incident related to another non Council event rather than the fun fair), and the impact on public enjoyment of the park, arguing that such events restrict access to green space for residents wishing to relax or socialise.

There were no other other complaints or concerns raised about the fun fair.

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### **Facilities Manager Report**

The Grounds and Facilities Team has continued to undertake a wide range of routine seasonal maintenance activities across the Council's sites, including:

- Weed treatment and vegetation control
- Maintenance of planters throughout the town, including those at Doggetts Barn and within the Cemetery
- Topping up and levelling sunken graves
- Pruning of shrubs and bushes
- Football pitch marking
- Grass cutting across Council-owned sites
- Watering of planted areas, hanging baskets, and planters

### **Play Area Maintenance:**

Following the annual playground inspections undertaken earlier this year, the team has completed a programme of remedial works across several of the Council's play areas. This has included the replacement of swing chains and a number of timber components at Stangrove Park, ensuring the equipment remains safe and fit for use.

### **Football Pitch Improvements:**

A Pitch Inspection Report has recently been submitted for the Council's football pitches at The Recreation Ground and Nomads. This forms part of the requirements associated with our Pitch Power grant funding and enables the Football Association to provide recommendations for improving pitch quality and playability.

Following recommendations contained within previous reports, we are now exploring opportunities to apply for funding towards the purchase of new grounds maintenance machinery, which would further enhance the standard of our pitches and improve operational efficiency.

### **Health and Safety Compliance:**

The annual COSHH (Control of Substances Hazardous to Health) review has now been completed. This review ensures that the Council remains compliant with current regulations regarding the use, handling, and storage of substances that may present a risk to health.

### **Tractor Service:**

The Council's tractor has recently undergone its annual service. While no urgent issues were identified, it has been recommended that a number of tyres, which have become worn over time, be replaced in the near future. Quotations will be obtained and brought forward for consideration at the September meeting.

### **Summer Planting Programme:**

The team has completed the summer planting programme throughout the town and within the courtyard at Doggetts Barn. This work also included the planters and hanging baskets at The Market Yard, together with the planters located at the entrance to Stangrove Park.

In addition, several larger shrubs that had outgrown their existing planters have been successfully transplanted into a newly prepared planting bed outside the clubhouse at The Recreation Ground, improving both their long-term growth prospects and the overall appearance of the area.

## **Building Maintenance:**

The team has undertaken renovation works to the windows at both Doggetts Barn and Rickards Hall. The work involved sanding, filling, and repainting the timberwork, together with the installation of a new window sill and frame to one of the windows at Doggetts Barn.

## **Cemetery Improvements:**

New timber plinths have recently been constructed and installed within the rose beds adjacent to the Wall of Remembrance. These plinths accommodate memorial plaques dedicated to those interred within the Cemetery and have significantly enhanced the appearance of the area.

As a further improvement project, it is proposed that the paved area in front of the Wall of Remembrance be levelled and repointed over the coming months.

## **Do Members have any questions?**

### 9.1 **To approve the expenditure of £215.00 for a replacement telescope for the Recreation Ground Playground**

The telescope located within the children's play area at The Recreation Ground has been damaged beyond economical repair and requires replacement to maintain the quality and play value of the equipment.

**Members are asked to consider and approve expenditure of £215.00 for the purchase of a replacement telescope.**

### 9.2 **Tree Maintenance - Forge Green**

The Council has received a report from a resident regarding the condition of a tree on Forge Green that adjoins their property. Concerns were raised about the health of the tree and the potential risk presented by deadwood within the canopy.

A preliminary visual inspection undertaken by Council staff identified a number of dead branches within the crown. Professional advice and a quotation for any recommended remedial works have subsequently been requested from the Council's approved tree contractor.

At the time of publishing these meeting papers, the contractor's recommendations and quotation had not yet been received. Should this information become available prior to the meeting, details will be reported verbally to Members for consideration.

## 10 **Open Spaces Business**

**Children's fun fair at Stangrove Park:** The children's fun fair took place in Stangrove Park in May. It was well attended and the area was kept clean and tidy throughout the duration of the hire.

**Tree Survey:** The biannual tree survey is currently being undertaken. An update will be provided at the September meeting.

**Hanging Baskets:** The hanging baskets in the High Street and Doggetts Courtyard are due to be installed week commencing 15 June.

**New bench:** At the April meeting Members agreed to the provision of a new bench in the Market Yard Car Park (MYCP) following a request from a resident. A bench from Blossoms Park has been re-sited to MYCP. Feedback from residents has been very positive.

**Playground Inspections:** The playground inspections for Stangrove Park, The Recreation Ground, Spitals Cross and Blossoms Park have been booked and will take place in the coming months. Marsh Green has been excluded due to the upcoming playground replacement.

**Edenbridge Gardens In Bloom:** The gardens in bloom competition will be launching in the next few weeks. The Community Warden and Communications Officer will be promoting the competition.

**South and South East in Bloom Competition:** Judging for the South and South East in Bloom competition will take place on 7 July.

**Police Station Land:** At the April meeting Members confirmed a preferred contractor for this project, and work is due to begin later this month.

**Jubilee Clock:** The Jubilee Clock in the High Street was serviced on 28 June.

10.1 **To receive the Burial Report**

April: 1 burial; 0 ashes interments.

May: 1 burial; 1 ashes interment.

June (to date): 1 burial; 0 ashes interments.

10.2 **To receive an update on the external appraisal of the Thursday Market carried out by a NABMA market specialist**

At the January meeting, Members approved expenditure for a site visit from an external market sector specialist from the National Association of British Market Authorities (NABMA). The purpose of the visit was to undertake an independent review of Edenbridge Market and identify opportunities for improvement and future development.


The site visit took place on 19 March and included a detailed assessment of the market, together with discussions between the advisor and Council officers regarding current challenges, operational arrangements, and potential opportunities to increase the market's viability and attractiveness.

The advisor has now completed their review and submitted a report setting out their findings and recommendations. The report provides an overview of the market's current position, the pros and cons of some strategic ideas (some of which Council has also previously explored), and includes suggestions for consideration to support its future development.

Overall, the Market Officer and Deputy Clerk found the face-to-face visit useful with several ideas explored. The Communications Officer has noted the report and will consider some of the social media recommendations. In the meantime, a traders newsletter has been prepared which includes some of the suggestions such as asking traders to be promote the market on their social media, and to provide the Market Officer with details of their product promotions.

The full NABMA report is attached for Members' consideration.

**Do Members have any questions?**

 Annex 2 Confidential annex is omitted from public papers

10.3 **Cemetery Regulations and Fees Booklet**

Members may recall that at the Committee's meeting held in November 2025, a revised Cemetery Rules and Regulations booklet was considered. The purpose of that review was to ensure that the regulations remained clear, accurate and fit for purpose, whilst improving accessibility for members of the public and funeral directors.

Following the meeting, a detailed review of the proposed document was undertaken by the Town Clerk, and officers. It was considered that the proposed rewrite departed too far from the existing regulations, which have evolved over many years to provide clarity, consistency and practical guidance in the administration of the Cemeteries. Whilst well intentioned, the revised wording risked reducing some of the clarity and detail contained within the current document.


A new draft booklet has therefore been prepared, retaining the established regulations and structure whilst incorporating the amendments and operational changes agreed by the Committee over the past two to three years. The document has also been reformatted to improve presentation and ease of use.

It is proposed that the regulations booklet be professionally printed with an integral wallet pocket to accommodate the annual schedule of fees and charges. This will allow the fees insert to be updated and replaced each year without the need to reprint, re-date or reformat the entire booklet, resulting in a more efficient and cost-effective approach.

Members are advised that the draft booklet remains subject to minor presentational amendments prior to publication, including replacement of the cover photograph with a non-religious image and amendments to page two to indicate the location of the fees insert pocket.

**Members are asked to:**

- **Receive the updated Cemetery Regulations and Fees Booklet; and**
- **Confirm approval of the booklet, subject to the minor presentational amendments outlined above.**

 Annex 3 Confidential annex is omitted from public papers

10.4 **To consider removing the unofficial disabled space lines in the MYCP walkway**

The MYCP walkway currently contains an unofficial disabled parking space marked with parking bay lines. There are several designated disabled parking spaces available within the main car park, as well as additional on street parking nearby. The walkway area has the potential to be used for markets and other community events, and the existing bay markings may restrict its flexibility for such uses.

**Members are asked to consider whether the existing parking bay markings should be removed (painted over) to allow the area to be used more effectively for markets and other activities, taking into account the availability of alternative accessible parking provision within the vicinity.**

10.5 **Allotment Matters**

10.5.1 **To consider Edenbridge Allotment Garden Association (EAGA) request to install 25m of extra fencing to discourage trespassing and the expenditure of £632.14**

The Edenbridge Allotment Gardens Association (EAGA) Plot Officer met with Kent Police in May to discuss the ongoing issues of trespass and vandalism at the Forge Croft allotment site. Following that meeting, it was recommended that an additional run of 1.8m high chestnut paling fencing be installed approximately 60cm inside the existing boundary fence in the area currently being used to gain unauthorised access to the site from Skinners Farm.


The proposed additional fencing would extend for approximately 25 metres. The Facilities Manager has obtained a quotation for the required materials, which totals £632.14.

**Do Members confirm to approve the installation of additional fencing at the Forge Croft allotments and the expenditure of £632.14?**

10.5.2 **To review and approve amendments to the EAGA Forge Croft Allotment site rules**

The new EAGA committee have made some small adjustments to their site rules for the Forge Croft Allotments (attached).

**Do Members approve the EAGA Forge Croft Allotments site rules?**

 Annex 4 Confidential annex is omitted from public papers

## **Byelaws review - To consider further comments received from the Ministry of Housing, Communities and Local Government (MHCLG) regarding the Council's proposed revised byelaws**

### **Background**

The Council submitted revised byelaws based upon the Government's Model Byelaws for Pleasure Grounds, Public Walks and Open Spaces.

Following review, MHCLG issued an outcome letter dated 16 April 2025 identifying a number of concerns regarding specific clauses. A revised draft was subsequently prepared and presented to Committee June 2025, and then resubmitted to MHCLG. After further feedback and committee review November 2025, updated byelaws were submitted again to MHCLG.

MHCLG has now completed a further review and, whilst acknowledging a number of amendments made, has identified several remaining matters requiring clarification before the application can proceed.

### **Issues raised by MHCLG**

MHCLG has requested clarification regarding the legal basis for the inclusion of certain land within the Schedule of Grounds and whether some clauses have been drafted correctly for the statutory powers being relied upon. In some cases, there is already other legislation that governs those sites, for example the Allotments Acts.

### **The issues raised in the most recent review are:**

- The description and inclusion of churchyard and cemetery land within the Schedule of Grounds.
- The inclusion of Market Yard Car Park.
- The inclusion of Forge Green and Swan Lane Allotments.
- Land adjacent to Lingfield Road Recreation Ground identified as Watermeadows land managed under licence.
- The wording of Clause 4 relating to the protection of turf and landscaped areas. This was raised previously, but reference some issues remain unclear.
- The application of Clause 15 relating to cycling.

### **Town Clerk review**

Having reviewed the observations and comments received from MHCLG, the Council's land interests, the NALC Legal Topic Note on Byelaws, and the Government Model Byelaws, the Town Clerk recommends the following amendments.

### **Proposed changes to the current Council draft Byelaws**

1. Watermeadows land is removed from the Schedule as the Council manages the land on behalf of the Great Stonebridge Trust (landowner) but does not hold a leasehold or ownership interest.
2. Forge Green and Swan Lane Allotments are removed from the Schedule. The allotments were not included within the previous byelaws confirmed in 2003 and MHCLG has suggested that alternative statutory powers may be more appropriate.
3. Forge Green was excluded from the current draft, but is included in the 2003 byelaws. To add as a separate open space and included within the Schedule.
4. The Schedule entry currently described as "Churchyard and cemeteries" is replaced with specific descriptions identifying the Churchyard of St Peter and St Paul and the Council's cemeteries 1, 2, 3 & 4.
5. Market Yard car park is retained within the Schedule. The site is owned by the Council and serves a wider public function including public access, public conveniences and operation of the weekly market.

6. Clause 4 is amended to provide greater clarity regarding the protection of sports pitches and areas undergoing renovation. So it will read (addition marked in pink): *c) any part of the ground set aside by the Council for the renovation of turf, protection of sports pitches, or for other landscaping purposes and indicated by a notice conspicuously displayed.*
7. Minor drafting amendments are made where necessary to reflect the changes approved by Members and to ensure consistency throughout the document.

### **Clause 15 (Cycling)**

MHCLG's comments continue to raise concerns regarding the application of Clause 15 across land held under differing statutory powers. Following review of the sites included within the Schedule of Grounds, and the proposed removal of Watermeadows land and the allotments, it is considered that the remaining sites are predominantly regulated under the Open Spaces Act 1906. It is therefore proposed that clarification be provided to MHCLG that Clause 15 is intended to apply to those grounds where the enabling power under the Open Spaces Act 1906 is available. No amendment to the wording of Clause 15 is therefore proposed at this stage.

Having reviewed the sites included within the amended Schedule of Grounds, the Town Clerk is satisfied that the Council has sufficient ownership, leasehold or management interest in the land included within the application and that the proposed amendments address the concerns raised by MHCLG. This will be confirmed by covering letter with submission of updated draft byelaws.


### **Legal Implications**

The proposed amendments are intended to address issues raised by MHCLG and facilitate progression of the byelaw application.

### **Recommendation**

#### **Members are requested to:**

1. **Note the comments received from MHCLG.**
2. **Approve the amendments to the draft byelaws as outlined in this report (and in attached appendix).**
3. **Approve the revised draft byelaws for resubmission to MHCLG.**
4. **Delegate authority to the Town Clerk to make any minor amendments required by MHCLG prior to final approval.**

 Annex 5 Confidential annex is omitted from public papers

10.7

### **To consider the purchase of two new waste bins for Council owned open spaces at a total cost of £1,149.98 plus VAT**

At the January 2026, two new waste bins were approved by Members and ordered for Stangrove Park and the newly acquired former Police Station site. A number of other litter bins located across Council owned sites are now approaching the end of their operational life and will require replacement in the near future due to age, wear and deterioration.

It is proposed that the Council purchase two additional replacement bins at this stage to continue a programme of renewal, ensuring that waste disposal facilities across Council open spaces remain safe, functional and fit for purpose.

**Do Members approve the purchase of two replacement waste bins at a total cost of £1,149.98 plus VAT?**

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### **Capital Projects**

**Bandstand Project – progress update**

Members are reminded that, following the tender process, contractors were appointed in April 2026 to deliver the Bandstand Project at Stangrove Park at a cost of up to £41,478.70 for the bandstand design and construction and £20,740 for the associated groundworks. It was noted that these costs reflected the agreed specification and that further amendments would be required to accommodate the bandstand plinth and floor surface, internal roof finishes, planting, potential additional seating within the park, and the planning application fee. The project is funded through Sevenoaks District Council and Edenbridge Town Council Community Infrastructure Levy (CIL) allocations.

Since the appointment of the contractors, preparatory work has commenced to support a planning application for the bandstand. As the structure will exceed permitted development height limits of four metres, planning permission is required prior to installation.

The Town Clerk has engaged Turner & Hoskin to prepare the necessary planning documentation, including site plans, scaled drawings and supporting planning and design statements. Following a site meeting, the proposed location of the bandstand has been agreed, together with associated hard landscaping, drainage arrangements and access provisions. The Town Clerk has also sought clarification from SDC regarding the eligibility of professional fees associated with the planning application process to be funded through the approved CIL allocation and is awaiting confirmation.

As advised by the architect, ecological advice has also been sought. Members are advised that changes to Biodiversity Net Gain (BNG) requirements due to come into effect after 31 July 2026 mean that a BNG assessment is no longer expected to be required for this application, resulting in a potential saving to the project (currently quoted at £1,350 plus VAT). However, a Preliminary Ecological Appraisal (PEA) and Habitat Condition Assessment (HCA) remain necessary and will be commissioned to support the planning application. Following discussions between the Town Clerk, the Chair of the Council and Committee, and officers, it has been agreed that the planning application should be submitted after 31 July 2026 in order to avoid the requirement for a BNG assessment.

Subject to completion of the supporting documentation, it is anticipated that the planning application will be submitted in early August 2026, with a decision expected approximately eight weeks thereafter, anticipated by the end of September 2026.

The contractors have been instructed to prepare the detailed bandstand drawings required for the application but not to commence manufacture or installation until planning permission has been secured.

**Members are asked to:**

1. **Receive and note the update.**
2. **Ratify the appointment of Turner & Hoskin to prepare the planning application documentation at an estimated cost of £715 plus VAT, together with OS mapping costs of £28 plus VAT.**
3. **Ratify the appointment of aLyne Ecology Ltd to undertake the Preliminary Ecological Appraisal and Habitat Condition Assessment at a cost of £765 plus VAT.**

**To consider shortlisted tenders and confirm a contractor for the Marsh Green Playground project**

A total of 23 companies requested tender documentation for the Marsh Green Playground project. Of these, 12 companies attended site visits with the Open Spaces Officer, and 11 completed tenders were subsequently received.

The tenders were reviewed by officers and members of the Open Spaces Projects Working Group, following which two submissions have been shortlisted for consideration by

Committee. In shortlisting, the rural location, the aesthetics, play value, age groups, and durability were all considered. Copies of both tenders, together with accompanying visuals, are attached.

### **Tender 1:**

Following the initial review, officers requested the following amendments:

- Extension of the safety surfacing to incorporate the balance equipment, reducing wear and damage to the surrounding grassed areas.
- Inclusion of a basket swing.

The tenderer has confirmed that these additions can be accommodated within the approved budget by removing the sensory totem and small spinner from the design.

Officers also requested that the colour of the safety surfacing be changed to green. The tenderer has confirmed that this amendment can also be achieved within budget. (Revised design to incorporate these changes has been attached, along with the original design for comparison).

### **Tender 2:**

Following the initial review, officers requested that:

- The three mushroom seats be removed.
- Additional balance equipment be incorporated into the design.
- Details and price for an alternative "feature" play item.

The tenderer has confirmed that these changes can be accommodated within the approved budget. The balance equipment would be installed on grass mat surfacing.

Both shortlisted tenders, including the proposed amendments outlined above, remain within the approved project budget of £70,000.

Having reviewed the submissions, officers recommend that the Committee appoint Tenderer 1 (revised design) with the inclusion of the following amendments:

- Extension of the safety surfacing to include the balance equipment
- Addition of a basket swing
- Removal of the sensory totem and small spinner
- Change of safety surfacing colour to green

### **Members are asked to consider the attached tenders and visuals and determine the preferred contractor for the Marsh Green Playground replacement project.**

- Annex 6 Confidential annex is omitted from public papers
- Annex 7 Confidential annex is omitted from public papers
- Annex 8 Confidential annex is omitted from public papers
- Annex 9 Confidential annex is omitted from public papers
- Annex 10 Confidential annex is omitted from public papers

12

### **To receive a request from Together and Giving to hold an Edenbridge Dog Show in Stangrove Park**

A request has been received from Together and Giving to hold an Edenbridge Dog Show in Stangrove Park on 25 July.

Together and Giving is a newly established community organisation that aims to bring together residents of Edenbridge and the surrounding area through three key objectives:

Resource Sharing – promoting local events, information and the sharing of resources between organisations.

Community Events – organising affordable and inclusive events for residents of all ages.

Helping Hands – providing volunteer support to local organisations and community groups where needed.

The organisation was approached by an Edenbridge resident who wished to organise a local dog show. Following discussions, it became apparent that the resident did not have the necessary public liability insurance or volunteer support required to deliver the event. Together and Giving has therefore agreed to take responsibility for organising the event and bringing the proposal forward. Their insurers have confirmed that the organisation's policy would provide appropriate cover for the event.

The proposed event is intended to be a traditional dog show only and will not include agility courses, competitive obstacle events, or any similar activities. The organisers have confirmed that dangerous dogs will not be permitted to participate or attend the event, and appropriate measures will be put in place to ensure the safety and enjoyment of participants and visitors.

The volunteer team supporting the event includes an experienced Championship Dog Show Judge, local doggy day-care owners, and several professional dog walkers with relevant experience in handling and managing dogs.

At this stage, Together and Giving has not applied for any grant funding or sponsorship. The organisers hope to cover the event costs independently and provide the event free of charge to residents and visitors.

Attached is their safeguarding policy, risk assessment, hire agreement and dog show site plan.

**Do Members approve the request from Together and Giving to hold a dog show in Stangrove Park on 25 July subject to evidence of appropriate insurance?**

**Should the request be approved, do Members confirm that there will be no hire charge for a community event?**

- 🔒 Annex 11 Confidential annex is omitted from public papers
- 🔒 Annex 12 Confidential annex is omitted from public papers
- 🔒 Annex 13 Confidential annex is omitted from public papers
- 🔒 Annex 14 Confidential annex is omitted from public papers

13

**To consider request from the Edenbridge Bonfire Society to temporarily install medieval style flags along the High Street**

The Edenbridge Bonfire Society has requested permission to temporarily install a series of medieval style flags along the High Street as part of this year's bonfire celebrations. The flags would be erected approximately three weeks prior to the event and removed the following week.

The proposed flags would be attached to the existing hanging basket brackets. As the hanging baskets are scheduled to be removed in early to mid October (weather permitting), there should be no conflict between the two installations.

For Members' consideration, the Bonfire Society's proposal and accompanying risk assessment are attached (confidential).

**Do Members grant permission for the Edenbridge Bonfire Society to temporarily install medieval style flags on the existing hanging basket brackets along the High Street, in accordance with the submitted proposal and risk assessment, for the period requested surrounding the bonfire event?**

- 🔒 Annex 15 Confidential annex is omitted from public papers

## 14 **Rugby Club requests**

### 14.1 **To consider the Rugby Club's request to hold an annual car boot sale**

Members are advised that during the recent annual lease meeting with Edenbridge Rugby Club (ERC), the Club confirmed its intention to hold a trial car boot sale during the summer period. ERC advised that, should the trial prove successful, it may seek to establish the car boot sale as an annual event.

Car boot sales also fall under the market licensing policy. A reminder that under clause 6 of the policy, it says: In respect of community-based markets it is proposed that an administration fee be waived for single market events, and where there are regular events (three or more per year) a fee of £25 is paid to cover the Council's administrative costs.

**Members are asked to consider the proposal in principle and determine whether they are supportive of ERC undertaking the trial car boot sale this summer, with any future annual event remaining subject to the appropriate approvals and permissions.**

**Members are also asked to waive the market licence fees as a community event.**

### 14.2 **To consider Rugby Club request for the creation of an additional rugby pitch within an area of the Recreation Ground that is not currently included within their lease**

The Rugby Club has requested Committee approval in principle for the creation of an additional rugby pitch within an area of The Recreation Ground that is not currently included within their lease.

The proposed pitch would be a smaller training/warm-up pitch, primarily intended for junior rugby activities and coaching sessions. The Facilities Manager has reviewed the proposal and, subject to the submission of satisfactory plans, has raised no concerns regarding the principle of the additional pitch.

At the time of publishing this agenda, the Rugby Club has not yet provided updated plans showing the proposed location and dimensions of the pitch.

**Members are therefore asked to consider whether they are minded to approve the proposal in principle, subject to the Rugby Club submitting plans that are acceptable to the Council.**

[Annex 17: Rugby Club Lease MAP.pdf](#) (click to download).

## 15 **To consider informal gatherings and hire agreement thresholds for events in Stangrove Park**

Members are asked to consider whether the Council should introduce a threshold for when informal gatherings in Stangrove Park require a formal hire agreement and payment of the approved hire fees.

This follows a request from a resident seeking clarification over whether a formal booking is required for a small private picnic gathering involving family, friends and several local families. The resident advised that the gathering would be informal in nature, with no commercial activity, no large structures, minimal equipment, low-level background music and a commitment to leave the site clean and tidy.

At present, the Council does not have a defined limit on the size or nature of gatherings that trigger the requirement for a hire agreement.

**Members are asked to discuss and determine appropriate criteria, such as attendee numbers, equipment being used, exclusivity of an area, or other factors, to provide clarity and consistency for future requests and to determine whether or not a formal agreement is required for this particular request.**

**Streetlights maintenance replacement programme**16.1 **Streetlights maintenance replacement programme: 2026-27 Update**

November 2025 Committee approved funding for the replacement of the remaining two steel columns and four 1985 concrete columns in 2026-27 through the 30-Year Maintenance Plan. It was also agreed that the replacement of 10 columns on Cedar Drive and Park Avenue would be funded through Community Infrastructure Levy (CIL) funds. In December, the CIL Board approved an award of £40,000 towards the replacement of these 10 concrete columns.

The replacement programme for 2026-27 is detailed below and includes five ageing steel columns and ten concrete columns on the Stangrove Estate.

Quotations from UK Power Networks are currently being obtained. The 2026-27 budget for the 30-Year Maintenance Plan was reduced from £25,000 to £15,000 in recognition of the £40,000 CIL funding allocation.

Below is the current list of proposed streetlight replacements, subject to costs remaining within the approved budget.

**Do Members have any questions?**

<b>Column No.</b>	<b>Road</b>	<b>CIL Funded Concrete</b>
	123Marsh Green	8Cedar Drive
	124Marsh Green	9Cedar Drive
	10Cedar Drive	11Cedar Drive
	26Church Street	13Cedar Drive
	244Victoria Road	14Cedar Drive
		16Cedar Drive
		19Cedar Drive
		155Park Avenue
		158Park Avenue

16.2 **To note: Kent County Council additional signage on Council streetlights 53 and 54 on Four Elms Road**

Members are advised that Kent County Council Highways has recently undertaken works to improve signage at the bridge on Four Elms Road. This has included the installation of illuminated bridge height warning signs to improve visibility and road safety.

To facilitate the installation, Kent County Council requested permission to attach the signs to Streetlights 53 and 54 for power supply purposes. The Town Clerk approved this request.

**Members' are asked to ratify the permission for signage on streetlights 53 and 54 for warning signage.**

17 **Land Registry Notice - Application for Registration by Adverse Possession (Title No. TT189609) - land at the Water Meadows, west of Mill Hill**

Members are asked to consider a Notice of an Application for Registration of a Person in Adverse Possession (Form B149) received from HM Land Registry in respect of land lying to the west of Mill Hill, Edenbridge (Title No. TT189609).

The application has been submitted by the Trustees of the Great Stone Bridge Trust of Edenbridge in relation to land forming part of the Water Meadows. Copies of the HM Land Registry Notice, plan, Council land title register (Title No. K838805) and supporting Statutory Declaration are attached for Members' consideration. The statutory declaration refers to the historic occupation, management and leasing of the land by the Great Stone Bridge Trust and its predecessors its lessees.

The land subject to the application adjoins land owned by Edenbridge Town Council at the Bund (Title number: K838805), and also runs alongside the Recreation Ground (Title numbers K424487, and K524656) being separated by the stream.

Members are advised that, having reviewed the application and supporting information, there appears to be no basis upon which the Council would object to the registration application.

**Recommendation - that the Open Spaces Committee:**

- Notes the application made to HM Land Registry in respect of land registered under Title No. TT189609;
- Confirms that the Council has no objection to the application for registration by adverse possession;
- Authorises the Town Clerk to complete and return the Land Registry consent form on behalf of the Council; and
- Recommends that the Chair of the Council be authorised to sign the consent form as required.

🗑 Annex 18 Confidential annex is omitted from public papers

🗑 Annex 19 Confidential annex is omitted from public papers

🗑 Annex 20 Confidential annex is omitted from public papers

18 **News Release**

19 **Date of next meeting - 21 September 2026**