

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

Notice is hereby given of an Open Spaces Meeting to be held in Rickards Hall on 21 September 2026 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
16 September 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

Apologies for Absence

Declarations of Interests, or Predeterminations

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

Members are reminded to the Code of Conduct, and Appendix B - Registering interests and nonparticipation.

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.

To receive, approve and sign the minutes of the Open Spaces Meeting held on 15 June 2026 (pages 2023-142/1-8).

 Open Spaces | 15 June 2026 v.2 - Minutes (Pages 2023-142/1-8)

To Receive Analysis of Receipts and Payments to 15 September 2026

Attached is a copy of the income and expenditure from 1 April to 15 September 2026. To note:

Income:

311 Market Rents: Currently on target.

325 Sundry Receipts: Above target due to income generated from children's fair. Was expected to return in August but the fair decided against it this year.

Expenditure:

3029 Bulky Waste Collection: This service has been cancelled

3055 Hanging Baskets & Plants: Came in under budget this year due to supplier change

Do Members have any comments?

 Annex 1: financereport 0926.pdf (click to download).

To Ratify Operational Decisions for Open Spaces Activity

Correspondence

A resident has raised concerns regarding the amount of litter and waste left at the Recreation Ground following the Edenbridge FC Football Festival held on 25 July 2026. The resident reported overflowing and untied rubbish bags, general litter including food waste, bottles, nappies and cigarette butts, and potential hazards to dogs using the field. They personally collected and secured several bags of rubbish.

The resident has also raised concerns regarding an increasing amount of dog fouling at the recreation ground and has asked whether any action can be taken to address this.

The Town Clerk has responded to the resident and made Edenbridge Rugby Club aware. The

resident has also been informed that free dog waste dispensers have been introduced at several locations (including the Recreation Ground).

8

Facilities Manager's Report

The Grounds Team continues to undertake routine seasonal maintenance across the town. Current works include weed treatment, maintenance of planters throughout the town including Doggetts Barn and the cemetery flower beds, topping up sunken graves, pruning shrubs and bushes, sports pitch marking, grass cutting and watering.

The Council's autumn pitch renovations are scheduled to take place at the end of September. Works will include light scarification and the application of approximately 100 tonnes of top dressing across the Council's football and rugby pitches at the Recreation Ground and Nomads. These works have been made possible through grant funding received from the FA and form part of the Council's ongoing programme to improve pitch surfaces and support year-round playability.

The annual review of the Grounds Team's risk assessments has recently been completed. This included a review of manual handling assessments and all relevant safe systems of work.

The team has recently installed a new notice board at Stangrove Park.

Over the summer, the team has undertaken painting and maintenance of various items of street furniture throughout the town, including benches, bollards and railings.

Maintenance works have recently been completed to the paved area in front of the Wall of Remembrance. The area was initially jet washed, followed by repointing of the paving and the re-bedding of a section of slabs where required.

New fencing will shortly be installed at the allotments. This follows advice received from the local police following several reports of anti-social behaviour in the area.

The team will shortly extend the recently installed path at Mowshurst. The proposed works involve excavating an approximately 18m x 2m area, installing timber edging and infilling the path with woodchip. A quotation was obtained to complete the extension using the same aggregates as the existing path; however, at approximately £1,600, this was considered excessive. The woodchip option will therefore provide a more cost-effective solution.

8.1

Market Yard – Proposed Bin Storage Area

Following a recent spate of vandalism and inappropriate behaviour involving the bins in the Market Yard and the storage cupboard door, it is proposed that a secure bin storage area be created between the toilet block and the band hut. This would involve installing a gate across the alleyway between the two buildings, securing the bins while also providing an additional layer of security for the storage cupboard.

The cost of installing the gate would be £320.

Members are asked to consider and approve the proposed expenditure of £320 for these works.

8.2

Old Police Station Site – Landscaping Works

Following discussions with the Open Spaces Officer, plans have been developed to complete the landscaping of the former police station site on the High Street. The next phase of works will include turfing, the creation and planting of herbaceous borders, and the installation of fencing.

The Community Warden may be able to secure funding towards the cost of some of the plants, which could reduce the overall cost to the Council. The estimated cost of completing the works is £1,000 which could be funded from the Open Spaces earmarked reserves.

Members are asked to consider and approve expenditure of up to £1,000 to complete the landscaping works.

8.3 **Stangrove Park – Replacement Commemorative Tree**

Following the vandalism of the commemorative liquidambar tree in Stangrove Park earlier this year, prices have now been obtained for a suitable replacement.

The estimated cost of supplying and planting the replacement tree is approximately £400.

Members are asked to consider and approve expenditure of up to £400 for the replacement commemorative tree.

9 **Open Spaces Business**

Playground inspections: The annual playground inspections have been carried and we are waiting on the report, with the exception of Marsh Green Playground as this site is currently being upgraded. An update will be provided at the November meeting.

Tree survey: We are still waiting on the annual tree survey report, it is hoped that an update will be provided at the next meeting.

Gully clearing: The annual gully clearing at the Market Yard Car Park was carried out on 4 September.

Pump maintenance: The pump servicing for the foul water pumping station at the Recreation Ground and the water feature pump at Mill Leat were carried out on 14 September.

Summer fun days: The annual summer fun days took place over four Thursdays in late July/August. The days were well attended. On one day the bouncy castle was unavailable due to the hot weather.

9.1 **Cemetery matters**

9.1.1 **To receive the Burial Report**

June: 1 burial; 0 ashes interments.

July: 0 burial; 0 ashes interment.

August: 0 burial; 0 ashes interments.

September (to date): 0 burials, 1 ashes interment.

9.1.2 **New Cemetery Booklets**

The new cemetery booklets have now been completed and are available for anyone who would like a copy.

The updated booklets provide useful information about the cemetery and are intended to offer a clear and accessible source of information for residents, visitors and anyone wishing to find out more.

In addition to the printed copies, the new cemetery booklets are also available to view electronically on the website. This will make the information more easily accessible and allow people to refer to the booklet online at their convenience.

10 **Capital projects**

10.1 **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 at the time that these costs reflected the agreed specification and that further amendments and expenditure 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 proposed structure will exceed the permitted development height limit of four metres, planning permission is required prior to installation.

The Town Clerk had 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 had been agreed, together with the associated hard landscaping, drainage arrangements and access provisions.

A Preliminary Ecological Appraisal (PEA) of the proposed site was undertaken in August 2026, and the Council had recently received the report. The PEA will form part of the supporting documentation accompanying the planning application, which is expected to be submitted shortly.

Both appointed contractors have been advised that the project timetable will be delayed while planning permission is sought. Given the planning timescales and the likely ground conditions during the autumn and winter months, it is considered sensible to work towards a March/April 2027 commencement date, subject to planning approval and suitable ground conditions.

10.2 **Marsh Green Playground project**

Members are reminded that, at the June 2026 meeting, Kompan was selected to deliver the Marsh Green Playground Project following consideration of the proposals received.

Following the appointment, the Open Spaces Officer attended a pre-start meeting with Kompan in August to discuss the practical arrangements for delivering the scheme. This included confirming the programme of works, anticipated timescales and arrangements for the site during the construction period.

The project has now moved into the construction phase, works commenced on 11 September 2026, in accordance with the agreed programme.

The works are expected to take approximately two to three weeks to complete, with completion currently anticipated during the week commencing 28 September 2026. This remains subject to progress on site and any unforeseen circumstances, including weather or ground conditions.

The Open Spaces Officer will continue to liaise with the contractor throughout the works and monitor progress against the agreed programme. Once the installation and associated works have been completed, the necessary checks will be undertaken prior to the new play facilities being opened for public use.

11 **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 has come back with a quote with no increase from the previous year 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?

12

To review and approve draft Volunteer/Community group policy for the hire of Open Spaces

At the June meeting, Members requested that a policy be developed to provide a clear and consistent approach to the hire of Stangrove Park by volunteer and community groups.

A draft Volunteer/Community Group Policy for the Hire of Open Spaces has subsequently been prepared for Members' consideration. The policy is intended to establish the arrangements and criteria that will apply when volunteer and community groups request to hire Stangrove Park.

Members are asked to:

1. **Review the draft Volunteer/Community Group Policy for the Hire of Open Spaces; and**
2. **Approve the policy, subject to any amendments agreed at the meeting.**

 Annex 2 Confidential annex is omitted from public papers

13

To review and approve draft policy relating to the hire of Stangrove Park for exercise classes

At the June meeting, Members requested that a policy be developed to provide a clear and consistent approach to the hire of Stangrove Park for organised exercise and fitness classes.

A draft Policy for the Hire of Stangrove Park for Exercise Classes has subsequently been prepared for Members' consideration. The policy is intended to establish the arrangements and criteria that will apply to individuals, instructors and organisations wishing to use Stangrove Park to deliver organised exercise or fitness classes.

Members are asked to:

1. **Review the draft Policy for the Hire of Stangrove Park for Exercise Classes; and**
2. **Approve the policy, subject to any amendments agreed at the meeting.**

 Annex 3 Confidential annex is omitted from public papers

14

To consider and approve plans submitted by the Rugby Club for the creation of an additional rugby pitch within the Recreation Ground

At the June meeting, Members considered a request from the Rugby Club for the creation of an additional rugby pitch within an area of the Recreation Ground that is not currently included within the Club's lease.

The proposed pitch is intended to provide a smaller training/children's pitch, primarily for junior rugby activities and coaching sessions.

The Committee approved the proposal in principle, subject to the Rugby Club submitting plans that were acceptable to the Council.

The Rugby Club has now submitted plans showing the proposed location and dimensions of the additional pitch. These plans are attached for Members' consideration.

Members are asked to consider the submitted plans and determine whether to grant final approval for the creation of the additional rugby pitch.

 Annex 4: Rugby Club Lease MAP.pdf (click to download).

 Annex 5: Edenbridge_Rugby_Pitch_Map.pdf (click to download).

15

Bench requests

15.1

To consider request for a memorial bench at Marsh Green

The Council has received a request for permission to install a memorial bench at Marsh Green.

The applicant has been advised of the costs associated with the provision and installation of the bench. The fees quoted are in line with the Council's existing charges for memorial

benches within the cemetery, together with the applicable maintenance fee.

Members are asked to consider whether they are satisfied for a memorial bench to be installed at Marsh Green and for the cemetery memorial bench charges and maintenance arrangements to be applied to this request.

The precise location of the bench would be agreed with the applicant and Council officers to ensure that it is appropriately positioned and does not adversely affect the use or maintenance of Marsh Green.

Do Members confirm to approve the request for a memorial bench at Marsh Green?

15.2

To consider a request for a memorial bench at The Recreation Ground

The Council has received a request for permission to install a memorial bench at the Recreation Ground

The applicant has been advised of the costs associated with the provision and installation of the bench. The fees quoted are in line with the Council's existing charges for memorial benches within the cemetery, together with the applicable maintenance fee.

The family has subsequently requested that the resident fee, rather than the non-resident fee, be applied to the application due to their longstanding family and community connections with Edenbridge.

In support of their request, the family has advised that:

- Their wider family has longstanding links with Edenbridge, with several generations having lived and grown up in the town.
- Several members of the family are buried in Edenbridge Cemetery.
- Members of the family have historically been actively involved in local organisations and community activities, including the town's football club and bonfire society.
- The deceased's children continue to live in Edenbridge, together with a number of grandchildren and great-grandchildren.
- The deceased's brother also continues to live in Edenbridge.
- Other close family members living in the surrounding area maintain strong connections with the Edenbridge community.

Members are therefore asked to consider whether these circumstances provide sufficient grounds to apply the resident rate and waive the additional non-resident maintenance fee and whether they are satisfied for a memorial bench to be installed at the Recreation Ground.

The precise location of the bench would be agreed with the applicant and Council officers to ensure that it is appropriately positioned and does not adversely affect the use or maintenance of the Recreation Ground.

Do Members confirm to approve the request for a memorial bench at the Recreation Ground to be charged at the resident rate?

16

To consider Edenbridge Allotment Garden Association (EAGA) request to allow non-Edenbridge residents to become plot holders

EAGA has advised that there are currently several vacant plots at the Forge Croft allotment site. The Swan Lane allotment site is currently fully occupied.

Section 8 of the current Allotment Tenancy Agreement states:

"The Tenant shall reside within Edenbridge parish during the tenancy except by prior agreement."

EAGA has asked the Council to consider allowing greater flexibility in the application of this provision to enable vacant plots to be offered to individuals living outside Edenbridge parish.

EAGA has suggested introducing a sponsorship arrangement, whereby an existing plot holder could sponsor an individual from outside the parish who wishes to take on a vacant plot.

It is proposed that Edenbridge residents would continue to receive priority for allotment plots. Therefore, where there is limited availability or a waiting list, available plots would be offered to eligible Edenbridge residents before applications from individuals residing outside the parish are considered.

Allowing non-Edenbridge residents to take plots where there is no local demand could assist in ensuring that available allotment land remains cultivated and that plots do not remain vacant.

Should Members agree to the proposal, the existing Tenancy Agreement would need to be amended to reflect the agreed arrangements and clarify the eligibility and priority given to Edenbridge residents.

Members may wish to consider whether a sponsorship arrangement is necessary or whether the ability already provided within Section 8 to permit occupation "by prior agreement" could be used to manage applications from outside the parish.

Any revised arrangements should ensure that Edenbridge residents retain priority and clearly establish what happens should demand from Edenbridge residents subsequently increase.

Members are asked to:

- 1. Determine whether to approve the allocation of available allotment plots to non-Edenbridge residents, subject to Edenbridge residents continuing to receive priority; and**
- 2. If approved, determine whether non-Edenbridge applicants should be required to obtain and complete a sponsorship form from an existing plot holder.**

17

To approve of the use of the Council TN8 Licence by the Edenbridge Bonfire Society and ECCA (Edenbridge Community Christmas Association)

To seek Members' approval for Edenbridge Bonfire Society and Edenbridge Community Christmas Association (ECCA) to make use of the Council's TN8 Licence, if required, in connection with their respective forthcoming events.

Neither Edenbridge Bonfire Society nor ECCA has currently requested the use of the Council's TN8 Licence.

However, with both organisations holding significant community events in the coming months, it would be prudent to have Members' approval in place in advance should either organisation require use of the licence.

Obtaining approval at this stage would avoid the need to seek further Committee approval at short notice ahead of either event and would enable officers to facilitate use of the licence, where appropriate, should a request subsequently be received.

Any use of the Council's licence would remain subject to the relevant licence conditions and any other requirements considered necessary by the Council.

Members are asked to:

- 1. Approve, in principle, the use of the Council's TN8 Licence by Edenbridge Bonfire Society and Edenbridge Community Christmas Association (ECCA) for their**

- respective events, should its use be requested; and
2. **Delegate authority to the Clerk to agree the necessary arrangements, subject to compliance with the conditions of the licence and any other relevant requirements.**

18

Solar Farm (Land North West Of Little Browns Railway Bridge Hilders Lane) - Community Benefit Fund

At the March Full Council meeting, Members resolved to accept the offer of a £40,000 Community Benefit Fund contribution from Kybo Solar Farm Limited to support the provision of additional electric vehicle (EV) charging infrastructure in Edenbridge. This was subject to confirmation from Sevenoaks District Council (SDC) that the contribution did not form part of a Section 106 Agreement.

SDC has now confirmed that the contribution is not connected to a Section 106 Agreement and that the Town Council is therefore able to accept the voluntary contribution outside of the planning process.

Members also resolved that potential locations for additional EV charging infrastructure should be investigated and brought back to Full Council or the Open Spaces Committee for further consideration.

Initial investigations have been undertaken and indicate that the only potentially viable Town Council-owned locations are:

- Recreation Ground car park, adjacent to the Pavilion; and
- Mowshurst car park.

Members are asked to consider:

1. **Whether officers should undertake further investigations into the feasibility of installing EV charging infrastructure at these locations.**
2. **Whether Members consider both locations suitable for further investigation or wish to identify a preferred site.**
3. **If a preferred site is to be identified at this stage, whether this should be the Recreation Ground car park or Mowshurst car park.**

19

To consider and approve an ETC CIL bid for Old Police Station Site Improvements

The existing metal handrails at the Old Police Station site are dated, damaged and no longer considered suitable for the area. Their current condition detracts from the appearance of the site and replacement would provide a safer, more appropriate and visually improved installation.

It is proposed that the existing handrails are replaced with new, durable cast iron handrails suitable for the location.

It is also proposed to purchase new planters or hanging baskets for the area. These would help improve the appearance of the site and contribute to creating a more attractive and welcoming public space.

Costs for the replacement handrails are currently being obtained. Costs for suitable new planters/hanging baskets will also be identified. It is proposed that the expenditure be funded through available CIL monies, subject to eligibility and the necessary approvals. It is estimated that this would cost no more than £5,000.

Members are asked to:

1. **Approve in principle an ETC CIL bid for the replacement of the existing metal handrails at the Old Police Station site and the purchase of new planters/hanging baskets for the area.**

2. Authorise the final CIL application, subject to the quotations received being within the available CIL budget and in accordance with the Council's financial procedures.

20

Streetlights maintenance replacement programme

20.1

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.

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.

UKPN have confirmed the following dates for column replacements:

- 8 and 9 Cedar Drive - 2 November
- 11 and 13 Cedar Drive - 3 November
- 14 and 16 Cedar Drive - 4 November
- 19 Cedar Drive and 155 Park Avenue - 5 November
- 158 Park Avenue - 6 November

Do Members have any questions?

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

20.2

To consider and approve the replacement of 70W High Intensity Discharge (HID) streetlights

The Council's streetlighting contractor has advised that 70W (and above) HID lamps are due to become obsolete from February 2027 as a result of the Restriction of Hazardous Substances (RoHS) regulations.

The Council currently has eight 70W HID streetlights that will be affected.

Seven of the affected lights can be replaced at a cost of £375 each, giving a total of £2,625 + VAT.

Light No. 97 at The Old School House, Lingfield Road, is a wall-mounted Windsor-style fitting and requires a different replacement, at a cost of £1,395 + VAT.

The total cost to replace all eight affected streetlights is therefore £4,020 + VAT.

Replacing the fittings in advance of the February 2027 changes would ensure that the Council is not reliant on obsolete HID lamps and would reduce the risk of being unable to source replacement lamps when existing units fail.

Members are asked to:

1. **Note that 70W and above HID lamps are due to become obsolete from February 2027;**
2. **Approve the replacement of the eight affected Council owned streetlights; and**
3. **Approve expenditure of £4,020 + VAT for the replacement works.**

Light number	Location	Postion
45	Fairmead Road	Outside Plum Cottage
97	Lingfield Road	Opposite No.9 on the Old School House
104	Market Yard Car Park	Junction with Frantfield
105	Market Yard Car Park	Right hand side of entrance
106	Market Yard Car Park	Halfway along wall by Croft Court
108	Market Yard Car Park	By Churchyard wall
121	Marsh Green Road	On apex of green
128	Mead Road	Outside Mead House

21 **News Release**

22 **Date of next meeting - 9 November 2026**