

Edenbridge Town Council

Town Clerk: Christine Lane Cert HE Local Policy



To: S. McGregor and R. Orridge (ex officio), T. Bryant, R. Davison, A. Layland, V. Maynard, M. McArthur, M. Robson (Vice-chairman), and J. Scholey (Chairman) J. Wooltorton.

An OPEN SPACES COMMITTEE meeting will be held 8pm 30 March 2015, Rickards Hall AGENDA

1. APOLOGIES
2. DECLARATIONS OF INTERESTS, OR PREDETERMINATIONS
Including any interests not already registered
3. PUBLIC QUESTIONS
Members of the committee will receive questions and statements from the public (this is the only opportunity for members of the public to make a contribution during the meeting) and from members with Interests in items on the Agenda. Members and public are limited to 3 minutes per person to speak.
4. TO RECEIVE AND SIGN MINUTES OF OPEN SPACES COMMITTEE 19 January 2015
5. TO RECEIVE ANALYSIS OF RECEIPTS AND PAYMENTS TO 28 February 2015
6. CORRESPONDENCE
 - 6.1 Town Band re: use of Stangrove Park for concert
 - 6.2 BWMA re: allotments units of measurement
 - 6.3 Nomads FC re: home match signage proposal
 - 6.3 Friends of Eden's Meadows re: Marsh Green
7. HEAD GROUNDSMAN'S REPORT
 - 7.1 Routine and seasonal work
 - 7.2 Groundstaff activity
8. OPEN SPACES BUSINESS FOR DECISION
 - 8.1 To receive the Burial Report, and consider commissioning of the Cemetery Extension
 - 8.2 To consider costings for works from the external Tree Survey
 - 8.3 To arrange April Quarterly Monitoring visit and update the Action Plan
 - 8.4 To receive update on Mowshurst pitch drainage works and pest control
 - 8.5 To consider creating an Open Spaces 10 year Maintenance Plan
 - 8.6 To consider refurbishment of Spitals Cross playground
 - 8.7 To consider costings for the High St hanging basket display
 - 8.8 To consider costings for sports pitch spraying
 - 8.9 To consider costings for additional disabled parking bays in Market Yard car park
 - 8.10 To consider items from the annual playgrounds inspection
 - 8.11 To consider forming a Working Group to review skate ramp provision
 - 8.12 To receive an update on street lights maintenance
 - 8.13 To consider supporting Edenbridge In Bloom 2015
 - 8.14 To approve winter weather arrangements
9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY
10. PRESS RELEASE

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Income for Open Spaces	Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept	148,038.00	148,038.00	0.00	Staff Costs	96,590.00	87,252.95	9,337.05
Cemetery Fees	15,000.00	8,920.64	6,079.36	Utilities	11,690.00	7,480.31	4,209.69
Rents	13,992.00	12,089.18	1,902.82	Playground Repairs	5,000.00	3,058.85	1,941.15
Maintenance Services	4,700.00	4,092.79	607.21	Services	15,900.00	12,265.11	3,634.89
Hire Charges	0.00	0.00	0.00	Equipment/Tools	5,000.00	4,191.58	808.42
Solar Panels	1,000.00	786.22	213.78	Materials	16,680.00	12,026.34	4,653.66
OS Sundry Receipts	9,000.00	8,433.37	566.63	Buildings	3,580.00	2,006.39	1,573.61
				Vehicles	12,690.00	5,126.51	7,563.49
				Contingencies	6,000.00	2,988.83	3,011.17
				Others	1,900.00	479.51	1,420.49
				Small Projects	3,000.00	1,457.00	1,543.00
				Vandalism	3,500.00	855.89	2,644.11
				Footpaths Equipment	200.00	0.00	200.00
				Public Street Lighting	10,000.00	8,049.80	1,950.20
	191,730.00	182,360.20	9,369.80		191,730.00	147,239.07	44,490.93

5. **TO RECEIVE ANALYSIS OF THE COMMITTEE'S RECEIPTS AND PAYMENTS TO 28 February 2015**

The comparisons report from 1st April 2014 to 28th February 2015 is attached for members' information, showing the position one month from the year end.

6. **CORRESPONDENCE**

6.1 **Town Band re: use of Stangrove Park for concert**

As per last summer the Town Band wishes to provide a free concert for the community in Stangrove Park, requesting Wednesday 8 July, 7.30-9.15pm. Subject to the completing a Hire Agreement and meeting its Standard Conditions, **are members happy to permit this event in the Park at no charge to the Band?**

6.2 **BMW re: allotments units of measurement**

The attached letter has been received regarding allotment measurements. Edenbridge allotments are currently measured in rods, but this traditional unit could be expressed in sq m as well (5 rods or 126.5sq m). **How do members wish to respond?**

6.3 **Nomads FC re: home match signage proposal**

The attached proposal has been received, for new signage and its location. Subject to checking ownership of the grass verge, **do members approve the request?**

6.4 **Friends of Eden's Meadows re: Marsh Green**

The attached proposal has been received for changing the management of a substantial part of Marsh Green. The Green became the property of Edenbridge council in July 1909 under a Deed of Gift for a proposed Village Green or Recreation Ground. Formal registration as a Village Green was finalised in September 1972. Members may be aware that already an area of meadow is maintained at the rear of St John URC church, for mowing of which a couple of times a year the Council is paid under an arrangement with the church.

Members may wish to consult with the residents of Marsh Green before making any decision to alter the maintenance regime currently operated on the Green, as part of it would look significantly different if the proposal is agreed. **How do members wish to respond?**

7. **HEAD GROUNDSMAN'S REPORT**

7.1 **Routine and seasonal work**

FEBUARY/MARCH

Grass cutting all sites

Weeding and adding more wood chips to Leathermarket planters

Cut back and tidied Market Yard planters

Slitting and rolling sports pitches

Marking out sports pitches

Topped up and seeded sunken graves

Weeding edging tidying Cemetery

Cut ivy from base of trees on all sites

Checked hanging basket brackets - all OK

Tidied Peace Garden

Usual weekly maintenance

7.2 **Groundstaff activity**

GROUND STAFF ACTIVITY

Trees 1951 Mowshurst, 69 Blossoms Park, 1774 Stangrove Park, and 1710 at the Cemetery, have been felled, all from Tree Survey recommendation.

The Head Groundsman has completed first aid at work renewal course.

The Skilled Groundsman completed PA6A refresher spraying course last week.

First Aid boxes checked, for groundstaff and premises, and restocked as required.

Driving licence annual checks have been carried out.

Replaced broken fence by the Jubilee Green at Market Yard car park

Gang mowers have had a full service and should be good for two more years, at which time will be due for renewal on the Asset Register, and depending on their condition will need another service or replacement.

We had a demonstration of a Double Quick slitter/roller/brush combination, a very good piece of equipment, more robust heavier and gives a better finish than our existing SISIS slitter, with options to add different implements in the future. (See attached information) Neither a rear rake nor a ballast roller would be necessary for the pitch care operating conditions at the Rec, therefore the total cost would be £6,400 plus VAT, before trade-in. The SISIS was bought in 2003 now 12 years old, not due for replacement until 2023, but the machine demonstrated is well worth considering in the **members have a date to suggest?**

Lance Thompsett 24/3/15

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report, and consider commissioning of Cemetery Extension

The burial report is as follows and updates the record of cemetery activity:

January 2015

Three burials

One Grant of Right

February 2015

One burial

One interment of ashes

In line with the decision last meeting, the Deputy Clerk forwarded the required documents to the Diocese' Registrar, and as advised also forwarded a request via the Vicarage for a date for the Bishop to carry out the Consecration. We have been advised that it would be practical for this to take place during the Deanery Visit by the Bishop of Tonbridge 27 April-3 May, and likely to be the Friday 1May, but this is yet to be confirmed. This would complete the Extension project within this current Council's term of service. **Are members content for the Consecration to take place within the suggested week?**

8.2 To consider costings for works from the external Tree Survey

The diseased Lime tree on the north boundary of the Churchyard recommended for urgent removal was given Conservation Area Exemption by SDC arboricultural officer for swift removal, following his inspection. The groundstaff have removed the tree.

Two of the three contractors contacted for costings produced them in advance of the Agenda papers, as attached. It is expected those from the third company will be available prior to the meeting.

The budget for tree works is £5,000 for the forthcoming year, which was set before the external tree survey was carried out over the winter, its results known, and works costed. **How do members wish to proceed?**

8.3 To arrange April Quarterly Monitoring sites visit, and update the Action Plan

The updated Action Plan is attached for members' information, and the next Quarterly Monitoring visit is due in April. Items marked with a dot have been initiated, but not yet completed. The costing for repairing the central bearing on the roundabout at the Recreation Ground playground is attached from our usual contractor. **Are members content to proceed with this repair?**

The leylandii-type trees in Stangrove Park have been trimmed back from the path by SDC, but not yet reduced in height.

It was not possible to complete more than half the tour of sites on the days of the last two quarterly visits, so the sites are in effect being inspected half-yearly. To maintain the quarterly schedule for all sites, **do members wish to fix two half-day dates in April?**

8.4 To receive update on Mowshurst pitch drainage works and pest control

The volunteer helping control the rabbits at Mowshurst has reported that he has to date removed a total of 124 from the pitches area. There is still some activity and he continues to visit the site. For those members who are attending the official "opening" of the drainage project on 18th April, Nomads have notified that they may have to play a league game after all, and the formal opening will have to be carried out slightly earlier at 1.45pm.

8.5 To consider creating an Open Spaces 10 year Maintenance Plan

In line with the decision at last meeting, the prospective consultants were sent the committee's queries, and have provided evidence of Professional Indemnity, also clarified professional qualifications and memberships. As it was felt from local knowledge that insufficient time had been allowed for site visits, and input from amenity maintenance expertise, they have amended their proposal for the project (attached) with costing revised to £5,610.

They asked for Council's time-scale for preparation and it is suggested that it should be ready for July Open Spaces to consider, given the closeness of the 1st June meeting to the formation of the new Council and committees. They also ask whether members wish maintenance costs to be included in the plan as at current prices, or should 3% pa inflation be assumed over the 10 years? **Do members wish to engage Kathryn Winford and Geoff Ward to prepare the Open Spaces 10 year Maintenance Plan?**

8.6 To consider refurbishment of Spital's Cross Playground

West Kent Xtra has advised that the person appointed to initiate the community consultation work had moved to a new full-time post by mid February, so work had halted. Earlier this month a new person was in post to continue the programme of proposed consultation – including through direct contact with tenants, through the Children's Centre, and on site in the playground itself – and questions were being prepared. The Neighbourhood Plan Steering Group has some evidence of children's views through contact with primary school pupils and the cubs. These have been forwarded to WK Xtra. Some potential sources of finance have been identified, but a costed proposal will be needed to make

8.7 To consider costings for the High St hanging basket display

The usual local supplier of the hanging basket display for the High Street has revised his quotation for this season, and is able to hold last year's price at £2,730 plus VAT to supply and install 65 x 22" planted wire hanging baskets, and remove display at the end of the season. This is a saving of £200 on budgeted funds.

Following contact made at the Clerks' regional conference last month, a company which supplies self-watering baskets to some local councils has been approached for costing a system which might reduce the time spent watering, but their information advises that the baskets will need watering twice a week, which is generally what the groundstaff do currently (therefore no time saving). The overall size of the baskets is 22" the same as the existing wire baskets, and we are advised that although the bottom of the self-watering containers will be visible initially, this will be concealed as the plants establish further. They provide the displays for Tonbridge and Horley if members wish to view *in situ*. The company advises this timing is comparatively late in preparation process, but they would do their best to supply baskets if ordered, though there may be restriction on colours. Their costing to provide and install the display would be £2,275 plus VAT. They could also supply a display in wire baskets, but these would be smaller at 18", and the cost £2,177.50 plus VAT. Given the late stage of consideration, **do members wish to remain with the current supplier for this season, and reconsider comparative costings for the next budget round?**

8.8 To consider costings for sports pitch spraying

Blossoms Park was done last year and the Head Groundsman advises it is not necessary to include that site this year. Two companies have provided costings for the annual treatment of the Recreation Ground with selective herbicide as follows:

Company A	£620	plus VAT
Company B	£575.50	plus VAT

Given the micro-climate on the Rec, members have in the past chosen to use Company A which is based very locally, in order to facilitate a swift response to the arrival of suitable conditions for spraying. Company B is based east of Tunbridge Wells, but has said they can cope with a short lead-in time, and have advised their equipment is shrouded to minimise any drift if conditions are not completely still. **Which company do members wish to select?**

8.9 To consider costing for additional disabled parking bays in Market Yard car park

Costings were sought from three companies to provide two additional parking bays at the east side of the car park. Two companies responded as attached, one of them providing a choice of layout. The disabled person whose inquiry initiated this project has advised that the standard layout (Option 1) is the best from her perspective, which is what company B has quoted to provide. **Do members wish to select Company B for this small project?**

8.10 To consider items following annual playground inspection

Costings are still awaited for proposed Stangrove Park playground signage highlighting the existence of the pond in the middle of the park. Following advice from the external playground inspector regarding a site elsewhere, information has been received (attached) from the manufacturer of

equipment in the Park, regarding the possibility of fitting secondary support chains to the top of each chain set on the pod swing. Monitoring through the routine weekly inspections continues on all our playgrounds to maintain safety. **Do members wish to take any further action?**

8.11 To consider forming a Working Group to review youth outdoor facility provision

Members of the Edenbridge Youth Forum attended February Council meeting to present the findings of their survey of the activity interests of local young people. (Copies of the full survey were provided for Members). The local issues rated in order of priorities were an Outdoor Gym, a BMX/pit track, new surface/floodlighting for The Pen on the Spitals Cross estate, and an outdoor shelter. Following the March Council meeting, it is suggested that the Open Spaces committee invites the young people to join with members of the Youth Working Group to review youth outdoor facility provision, in light of the results of the survey. Currently members of the YWG are Cllrs J Chappell, A Layland, and J Woollorton. **Do members wish to extend this invitation, and do they wish to confirm the councillor members of the YWG?**

8.12 To receive an update on street lights

All the 'red' urgent items highlighted on Streetlights' original inspection report have now been done and a new report with the next tranche of 'red' works is expected in April.

The general maintenance of our lighting stock is a far smoother operation with Streetlights than it was with our previous lighting contractor. They are pro-active and a good company to work with, and have raised the standard of service the Council is able to provide to residents.

Lindsey Eaton
25 March 2015

8.13 To consider supporting Edenbridge In Bloom 2015

Following the Edenbridge 2014 success in the first year of supporting Coolings nursery's In Bloom competition, it is proposed that this Council again supports the competition in 2015. Coolings suggest that the level of local support merits broadening the categories this year, to line up with those at District level of the competition to which local winners progress. There are three Resident categories, five for Commercial entries, and two for Community groups. Every entry receives a £5 voucher, the closing date will be 30th June, judging to take place July/August as judges become available. Coolings will again prepare entry leaflets and arrange publicity. **Do members wish to support the competition for 2015 as outlined above?**

8.14 To approve winter weather arrangements 2014/15

Attached is the formal schedule of salting and snow clearance priorities for the groundstaff, for which members' approval is sought. These routes sit alongside the Kent Highways Winter Service priorities for salting through the Town Centre. **Do members approve the ETC priorities which cover to the end of 2015?**

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

Following the decision last meeting regarding the SDC/VAWK family fun days, this Council has been allocated a session in Rickards Hall in the Easter holidays on Wednesday 8 April, one on Wednesday 19 August at Blossoms Park, but not one in the Autumn half term. Church House Pre-school was pleased to take the opportunity to fund-raise by providing refreshments on the April date, and the Cricket Club has been contacted regarding the August date.

Multiple large graffiti tags were painted on the rear wall of the Sports Pavilion, and the Rugby Club's green storage container, overnight March 9/10. This was reported to the police. The cost of specialist removal from the brickwork was £365 plus VAT, but the Community Warden was able to paint over the tags on the Rugby Club container at their request.

10. PRESS RELEASE

Do members consider any items from this meeting should be the subject of a Press Release?