



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: S. McGregor and R. Davison (ex officio), J. Barnett, T. Bryant (Vice-chairman), A. Layland (Chairman), V. Maynard, M. Robson, J. Scholey, B Todd, J. Woollorton.

**An OPEN SPACES COMMITTEE meeting will be held 7.30pm 18 January 2016, 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 16 November 2015
5. TO RECEIVE ANALYSIS OF RECEIPTS AND PAYMENTS TO 31 December 2015
6. CORRESPONDENCE
 - 6.1 Kent Men of the Trees re: Trees in the Village competition 2015
 - 6.2 SDC request for additional grass-cutting
 - 6.3 CACT re: outdoor projects National Citizen Service
 - 6.4 INTToTRi re: new series of triathlons in Edenbridge
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 costings for supply of plaques for Wall of Remembrance
 - 8.2 To review the Allotments half-plots policy
 - 8.3 To review the Waste Management policy
 - 8.4 To consider costings for Churchyard mowing
 - 8.5 To consider Year 1 works within Open Spaces 10 year Maintenance Plan
 - 8.6 To consider refurbishment of Spitals Cross playground
 - 8.7 To arrange January Quarterly Monitoring visit and update the Action Plan
 - 8.8 To consider an update on street lights maintenance
 - 8.9 To consider proposal for railing at Recreation Ground eastern car park
 - 8.10 To consider costing for additional tree work Stangrove Park
 - 8.11 To consider support for Edenbridge In Bloom 2016
 - 8.12 To consider pitch drainage at Mowshurst
9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY
10. PRESS RELEASE
11. CONFIDENTIAL ITEM
In view of the confidential nature of the following item to be discussed, the chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960.
11. Confidential Item: Staffing levels for spring/summer season

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

5.9 Financial Comparisons

Comparisons between 1 April 2015 and 31 December 2015 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts) The balance is based on the 2015/16 Budget

Income for Open Spaces	Budget	Actual	Balance	Expenditure for Open Space	Budget	Actual	Balance
Allocation from Precept	153,571.00	153,571.00	0.00	Staff Costs	105,065.00	74,094.09	30,970.91
Cemetery Fees	14,000.00	11,005.50	2,994.50	Utilities	8,370.00	6,790.60	1,579.40
Rents	14,214.00	11,537.42	2,676.58	Playground Repairs	5,000.00	1,847.00	3,153.00
Maintenance Services	4,800.00	3,504.49	1,295.51	Services	16,020.00	11,998.60	4,021.40
Hire Charges	0.00	0.00	0.00	Equipment/Tools	6,000.00	1,176.68	4,823.32
Solar Panels	800.00	730.20	69.80	Materials	18,480.00	11,009.17	7,470.83
AM Sundry Receipts	9,800.00	6,875.01	2,924.99	Buildings	3,000.00	1,512.99	1,487.01
				Vehicles	11,150.00	4,820.46	6,329.54
				Contingencies	6,000.00	1,601.00	4,399.00
				Others	1,400.00	555.61	844.39
				Small Projects	3,000.00	906.00	2,094.00
				Vandalism	3,500.00	889.87	2,610.13
				Footpaths Equipment	200.00	40.00	160.00
				Public Street Lighting	10,000.00	5,299.71	4,700.29
	197,185.00	187,223.62	9,961.38		197,185.00	122,541.78	74,643.22

5. TO RECEIVE ANALYSIS OF THE COMMITTEE'S RECEIPTS AND PAYMENTS TO 31st December 2015

The comparisons report from 1st April 2015 to 31st December 2015 is attached for members' information.

6. CORRESPONDENCE

6.1 Kent Men of the Trees re: Trees in the Village competition 2015

The day after the November meeting the letter and report from the Kent Men of the Trees arrived in the post, along with the certificate (see attached).

6.2 SDC request for additional grass-cutting

The attached request has been received. While the current staffing level and work load would make it very difficult to assist SDC with maintaining this large area of grass, it is something that could be considered when the groundstaff review takes place in the autumn when the summer short-term contract finishes. **How do members wish to respond?**

6.3 CACT re: outdoor projects National Citizen Service

Charlton Athletic Community Trust (CACT) which delivers the National Citizen Service programme locally for young people have responded as attached to members' suggestions for outdoor social action projects to work on in **summer 2016**, in conjunction with North West Kent Countryside Partnership. It seems any of the three project suggestions Members have already made might fit the five days timescale available in the summer programme. **Do you wish all three to be entered as Team Challenge opportunities, or are there other suggestions for outdoor activity which would occupy 12-15 young people for five days?**

6.4 INToTRi re: new series of triathlons in Edenbridge

The attached e-mail has been received regarding proposed monthly triathlon events being introduced to Edenbridge from April. As the green area proposed to host the running section is next to the Leisure Centre café, not Stangrove Park, no permission is required from this Council. Members' support is requested for these events, and help sought in recruiting volunteers to marshal. **How do members wish to respond?**

7. HEAD GROUNDSMAN'S REPORT

7.1 Routine and seasonal work

DECEMBER/JANUARY

Leaf clearance on all sites

Cleaned out Mill Leat

Cleared out ditches at Mowshurst and Marsh Green

Marking out all sports pitches

Slitting rolling brushing sports pitches'

Machinery servicing.

Cleaning along all kerb sides on all sites

Topping up sunken graves and pruning roses in Cemetery

Pollarding lime trees in Churchyard

Treated moss on all play areas and Skate Park

Usual weekly maintenance

7.2 Groundstaff activity

The health and safety monitoring quarterly output has been completed

The team attended a course on noise and vibration awareness and also machinery maintenance took place on 22 December. This was an enjoyable course covering codes of practice, health and safety, plus risk assessments

The daily exposure time sheet for hand and arm vibration has been updated. We managed to get four mowers plus the two wheel tractor serviced and chainsaw sharpened so all in all a productive course.

We also attended a in house training course with Ellis Whittam covering manual handling, lone working awareness, display screens, and ladder and step ladder refresher. The committee chairman presented the team with their certificates at the Depot just before Christmas.

The winter headstone check has taken place with nothing major to report, and no new memorials showing movement.

Tree works and tidying on all sites has started, and will be ongoing all winter.

The team has helped the Community Warden remove graffiti on a few areas – hopefully this trend will not get any worse.

In consultation with the committee chairman, a morning of the team's time has been offered to join the volunteers on a work-party at the GSBT water meadows on the west side of the River Eden.

LANCE THOMPSETT 12/1/16

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report and consider costings for supply of plaques for the Wall of Remembrance

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

November 2015

Three burials

One Grant of Right

December 2015

Three burials

Two interments of ashes

Two Grants of Right

Six companies have been invited to submit costings to supply exclusively the plaques for the Wall of Remembrance from 1st March for five years to 2021. Three have replied as follows, to supply and install the plaques with up to 40 letters, and deal directly with families applying for this type of memorial in the Cemetery:

	Plaque Price (inc VAT)	Additional letters ea. (inc VAT)	Commission to ETC
Company A	£438	£1.80	10% (£43.80)
Company B	£264	£1.98	20% on Net (£44)
Company C	£228	£1.65	20% (£38)

Which company do members wish to select?

8.2 To review the Allotments half-plots policy

The current policy is attached. **Do members wish to make any changes at this time?**

8.3 To review the Waste Management policy

The current policy is attached. **Do members wish to make any changes at this time?**

8.4 To consider costings for Churchyard mowing

Local contractors have been asked to provide costings for mowing the Churchyard, two cuts a month March-October (16 in total) boxing off the cuttings. Responses are expected in time for consideration at the meeting. There is £2,800 provision in the services budget for this activity in next year.

8.5 To consider committee budget for 2016/17 and Year 1 works within the 10 year Maintenance Plan

Finance committee did not include any additional funding for the project for car park fence at the Rec (see item 8.9 below) in the Budget approved at full Council last week. The item was referred back to Open Spaces committee to consider.

Comparative quotes are being sought for the Year 1 works (schedule attached) which fall broadly into five elements - hard landscape, soft landscape, fixtures, play equipment, surveys. As per members' earlier decision in September, the quotes for the works will be presented for consideration at next meeting April 4.

8.6 To consider refurbishment of Spitals Cross Playground

In the week after last meeting, West Kent Extra advised that a contribution of £5,000 had been agreed towards the refurbishment. On being advised about the delay to the project caused by SDC's review of open space allocation on Spitals Cross estate, West Kent has decided its contribution will become designated funds in their accounts, to be carried forward to the next financial year. Their fund-raising co-ordinator has provided some very useful advice on potential sources of funding, including Biffa Award, Gatwick Airport Community Fund, and possibly Tesco Community Grants, but he will delay any active fund-raising for the project until next financial year.

8.7 To arrange January Quarterly Monitoring visit and update the Action Plan

Two half-day visits need to be arranged this month, to visit Council's Open Spaces sites and monitor the maintenance. Members are asked to confirm which days these are to be scheduled. The Action Plan drawn up after the October monitoring has been updated and is attached.

8.8 To consider an update on street light maintenance

The subject of street lighting will be included within the Councillor Training evening scheduled for 15th February.

8.9 To consider future action to prevent unauthorised access to open spaces

Following the decision at last meeting, a local contractor was asked to provide "budget" costings for installation of a low-level rail along the field edge of the eastern car park at the Rec, and he advised in the region of £5,000. The budget agreed for Open Spaces next year has no provision for this new project, other than through its Contingency heading which is £3,000, and there is no longer any Small Projects funds. In this current year's budget there could be just sufficient funding drawn from Small Projects after the awaited Stangrove Park paths resurfacing (£1,870), plus Contingencies, to progress this small project before the year end. **How do members wish to proceed?**

8.10 To consider tree works costings, and Millennium Wood future maintenance

A neighbouring resident has queried the condition of a Scots pine tree (1821) in the southern perimeter belt of Stangrove Park, and the council's regular tree contractor has been asked to inspect and advise. It is no longer green, and he has reported that it does not look very healthy, is in decline and does need monitoring. To fell as close as possible to ground level and remove timber is costed at £450 plus VAT. There is no funding remaining in the tree services budget this year, and none programmed in the Year 1 works for next financial year. **How do members wish to proceed?**

Before Kent Men of the Trees could consider any advice on a future maintenance programme for the Millennium Wood, it was suggested last meeting that members should consider a number of questions about their vision for the future of the wood: What do you want the wood to be in like in 50 years? Do you want to establish some trees as "heritage trees" for the future? Do you want the wood area to be "zoned", and have some more dense areas included, and other parts thinner? Do you want "clearings" for the picnic areas? Is there a possibility of community working parties? Is there potential to link up with a Countryside Partnership? It was agreed that Members would consider their replies at this meeting. **How do members wish to respond to these questions?**

8.11 To consider support for Edenbridge in Bloom 2016

The winner of Best Allotment category in the 2015 competition for Edenbridge In Bloom has written to apologise for being unable to attend the Chairman's Reception at the last minute, and express his appreciation of the certificate of recognition, and for the invitation to the event. Below is a picture of the recipients with the Council Chairman.



With more categories planned for 2016, and their own higher-profile reception planned earlier (in July) this year, **do members wish to support Coolings' In Bloom competition again, as a means of recognizing and encouraging community pride in the local environment?**

8.12 To consider pitch drainage at Mowshurst

Nomads FC reported concerns about the condition of No 1 pitch at Mowshurst, and the performance of the under-pitch drainage. The contractor who installed the drain lines made a site inspection, and after digging some inspection holes into the lines concluded that the pipes were functioning carrying some water away, but that a lot of water was being trapped in the surface level of the pitch, not getting down to the drains, because the sand bands had disappeared.

The company which carried out the project has advised: “ it appears that the slits opened up when the dry weather came and the sand went deeper into the ground so destroying the slits. The reason for this is that the soil is very heavy clay and was unforeseen. We had to re-fill the pipe drainage trenches for the same reason, some of the cracks were 450mm to 600mm deep. We can look at two possible answers: one short-term is when it dries up to loosen the top with an Earthquake machine, which we are prepared to do at no cost to yourselves. This machine cuts slits 250mm deep and vibrates to shake the soil. This would be done as a goodwill gesture and without prejudice. One longer term would be to re-sandband in late summer, when there would be no chance of the same thing happening again. This would be £2,950 plus VAT at a discounted rate.”

Within the Year 1 works budget there is £1,400 included for sand-slitting pitches at Mowshurst.

Do members wish to accept the offer of the Earthquake treatment, as soon as conditions allow?

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

In line with the decision last meeting, the SDC tree officer approved the amended application for works in the **Churchyard**, and these were carried out on 18th December. The Edenbridge Club has been invoiced for their agreed share of the reduction works to the Copper Beech tree.

The preparation work for re-surfacing a section of the paths in **Stangrove Park** had been carried out, but ground conditions since have still not facilitated vehicle access across the park to lay the asphalt.

10. PRESS RELEASE

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



THE KENT MEN OF THE TREES



Trees In The Village Competition 2015

*The judges of this competition
are pleased to place*

Edenbridge

*In the Highly Commended Group
and award you this certificate*

Sir Charles Jessel, Bt
President

Dr Alun Griffiths
Chairman

From: David Boorman [<mailto:David.Boorman@sevenoaks.gov.uk>]
Sent: 26 November 2015 09:50
To: Daphne Slater
Subject: RE: Maintenance Contract

Daphne

That is confirmed.

Also do you know whether your grounds maintenance team would be able to mow the Riverside fields 4 times a year as our contractor is retiring. Alternatively do you know of any one else in the Edenbridge area who could take on this work?

Thanks

David Boorman

Senior Parking and Amenities Officer

Parking matters: - Sevenoaks District Council, Council Offices, Argyle Road

Sevenoaks, Kent, TN13 1HG

Direct Monday to Thursday mornings and all day Fridays: 01732 227175 Fax: 01732227228

Amenities including grounds maintenance, parks, countryside sites and commons: -

Sevenoaks Direct Services, Dunbrik Depot Main Road, Sundridge, Kent TN14 6EP

Direct Monday to Thursday afternoons 01732 227220

Mob: 07966 402914 www.sevenoaks.gov.uk

From: Daphne Slater [<mailto:daphne@edenbridgetowncouncil.gov.uk>]

Sent: 26 November 2015 09:47

Kathy Staff

From: Davina Holder <Davina.Holder@cact.org.uk>
Sent: 02 December 2015 14:40
To: 'Isabel.Shaw@kent.gov.uk'; Kathy Staff
Cc: hayley.brooks@sevenoaks.gov.uk
Subject: RE: Outdoor Projects - National Citizens service

Afternoon Kathy,

At Charlton Athletic Community Trust (CACT) we are the local delivery partner (LDP) for the National Citizen Service (NCS) we run the programme three times a year (Spring- Feb, Summer- July/August and Autumn- October) we cover the Kent region of Dartford, Gravesham, Sevenoaks and Tunbridge Wells.

What I hope to achieve is building relationship with Organisations within our areas to put to social action plans for our young people together, ultimately the decision is there's as to what projects they do but providing them with projects usually helps and prepare them better.

CACT has been delivering the NCS programme since the programme started in 2011 and we are established providers but continuing to build relations and opportunities for young people is paramount. We have the contract for the next three years within these areas so we hope to use your organisation over this period on our different programme throughout the year.

Are team consist of 12-15 young people 2 member of staff(team leader/volunteer) I am aware that for some projects or organisation having 12-15 young people in at once might be over whelming if this is the case we can split the group over different days. In the spring/autumn programme these are our scale model more condense these projects are done over 3 weekends for organisations which are not open on the weekends we would still support and promote the organisation as best as we can, summer programme the young people have a 5days during the week to plan and 5days the following week to deliver their project, for some the projects continues after the programme has ended.

Attached is an organisation overview form this is just outlining what projects you possibly may have available or ways we could support each other and keep this line of communication going, I'm also open to a organising a day when I visit.

Kind Regards



Davina Holder | NCS Officer
Charlton Athletic Community Trust | Arch F, The Link,
Belvedere Road, Thamesmead, London, SE2 9BS.
Office: 0208 311 4847 Mobile: 07736 195 233



WEBSITE



INVESTOR IN PEOPLE

From: Isabel.Shaw@kent.gov.uk [mailto:Isabel.Shaw@kent.gov.uk]
Sent: 30 November 2015 13:52



IT ALL STARTS AT YES

ORGANISATION NAME

A background to your organisation:

Insert up-to three potential Team Challenge opportunities here:

- 1.
- 2.
- 3.

Highlight Type of Project:

- Event
- Fund Raising
- Raising Awareness
- Practical
- Outdoor
- Gardening
- Creative
- Renovation
- Design
- Befriending
- Environmental
- Marketing
- Idea Generation
- Free Reign
- Prescriptive

Photos of your organisation:

Additional Information:

Contact

- Name:
- Address:
- Email:
- Number:

SOCIAL ACTION PARTNERSHIPS



IT ALL STARTS AT YES

Partnership is central to how CACT work with local communities and organisations to maximise the opportunities for young people who participate in NCS. If you are a social enterprise, voluntary or community organisation, charity or a local business we would love to hear how you think you could play a role in helping young people undertake social action during their NCS journey.

WHAT ARE WE LOOKING FOR?

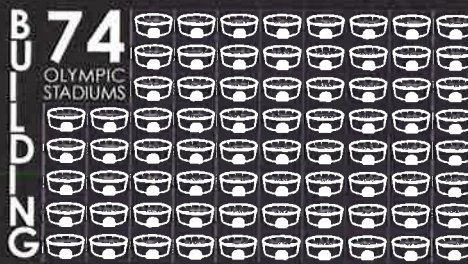
During NCS each young person undertakes 30 voluntary hours towards a community based social action project. Social action can simply be defined as people coming together to help improve their lives and solve problems that are important in their communities. It can include volunteering, raising money, community action or simple

everyday neighbourly acts.

So...If you or your organisation has a problem, or could benefit from up-to 450 hours of social action and the enthusiasm and creativity of a team of 15 young people then we would love to hear from you.

THE STORY SO FAR...

Since 2011 young people nationally have contributed almost 2 Million hours of social action to local communities, that equates to -



OR **1** GREAT WALL OF CHINA



OUR COMMITMENT –

WE STRONGLY BELIEVE THAT OUR PARTNERS SHOULD BENEFIT FROM THE IMPACT OF NCS SOCIAL ACTION PROJECTS, AND THOSE THAT OFFER THEIR SUPPORT SHOULD DO SO WITHOUT BURDEN. THEREFORE WE COMMIT TO ENSURING THAT ALL YOUNG PEOPLE ARE ALWAYS ACCOMPANIED BY SUPERVISING STAFF, WHO CAN ACT AS THE MAIN POINT OF CONTACT OR LIAISON BETWEEN YOUR ORGANISATION AND THE YOUNG PEOPLE AND WILL ENSURE YOUNG PEOPLE ARE SUPERVISED AT ALL TIMES.

HOW TO GET IN TOUCH:

If you think you or your organisation could support young people taking part in social action as part of their NCS journey, please contact NCS@cact.org.uk or call the NCS team on 0208 311 4847.



Christine Lane

From: Michael at INTOTRI <intotri.team@gmail.com@mail227.atl121.mcsv.net> on behalf of Michael at INTOTRI <intotri.team@gmail.com>
Sent: 13 January 2016 10:55
To: Christine Lane
Subject: INTOTRI - Free Triathlon events in Edenbridge & Sevenoaks



Hi Christine,

As Adam Perry alluded to in his email earlier, I am the the founder of INTOTRI, a charity that offers monthly, free-entry triathlon (swim/bike/run) events for people of all ages and abilities. Run entirely by volunteers, INTOTRI delivers social impact by sharing the health & social benefits of triathlons with a wider audience, encouraging an active lifestyle and helping young people transition from school sport to club sport.

Having started our monthly, free entry triathlon series in the Greater London area, we are looking to expand to several more locations this year. To that end we are keen to [partner up with Sencio Community Leisure at Edenbridge and Sevenoaks](#) for the swimming leg of our triathlon events and have drafted potential bike and run routes as a basis for discussion with Edenbridge Town Council, Sevenoaks District Council and National Trust. Detailed risk assessments will be conducted and presented to all stakeholders once routes have been agreed in principal.

Note: Due to the staggered swim start of participants, there will be no bunching up of cyclists or runners at any point along the course. A 7am start on a Sunday morning and a maximum number of participants of 100, stretched out over 1h to 1.5h (1-2 cyclists/runners per minute) will further reduce any inconvenience to other road users. No road closure required.

Edenbridge:

Edenbridge Leisure Centre will give us 1h pool time from 7am-8am on a Sunday morning (once a month) for the swimming leg of the triathlon. With a maximum

number of 100 participants, a 7am start would mean that participants will start the 12k cycling leg of the triathlon between 7:10am - 7:35am and finish from 7:30am to 8:25am. Please find the proposed cycling route via [this link](#). The running leg would take place between 7:30am and 8:50am, with the route following a figure of eight in the green next to the Leisure Centre.

Sevenoaks:

Sevenoaks Leisure Centre will give us 1h pool time from 7am-8am on a Sunday morning (once a month) for the swimming leg of the triathlon. With a maximum number of 100 participants, a 7am start would mean that participants will start the 13k cycling leg of the triathlon between 7:10am - 7:35am and finish from 7:40am to 8:40am. The running leg would take place between 7:40am and 9:10am in Knole Park. Please find the proposed cycling and running routes via [this link](#).

We are hoping that this is a cause that Edenbridge Town Council, Sevenoaks District Council and National Trust would be happy to support and are looking forward to hearing from you.

Feel free to visit us online on intotri.com or on social media: Facebook.com/INTOTRI, Twitter: [@INTOTRI_events](https://Twitter.com/INTOTRI_events).

With kind regards

Michael Burkert

INTOTRI Founder

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Edenbridge Town Council

Town Clerk: Christine Lane Cert HE Local Policy



Marlpit Hill Allotments, Swan Lane – Half-plots letting policy

In response to inquiries about the possibility of creating some half-plots at the site, the following policy has been adopted:

Aim and Purpose

The aim and purpose of this policy is to introduce over a period of time a system to manage the creation and subsequent letting of half-plots within the allotments site off Swan Lane, Marlpit Hill, to meet the demand and to reduce the waiting list.

Policy

Up to 16 half plots will be provided, as required, which is approximately one fifth of the current 39 whole plots

The fee charged for half plots will be half the whole 5-rod plot fee

Would-be plottolders will be asked to state on application if they wish to take on a half or whole plot, or either size, and a record of this will be kept on the waiting list

To offer any vacant plot, half or whole, in waiting list order, according to stated size preference until it is let

To task the groundstaff to occasionally strim any half or whole plots which may remain unlet, to reduce the inconvenience to neighbouring plot-holders

Upon termination of tenancy due to death of a plot holder, their spouse/partner or offspring should at the Council's discretion be offered the opportunity to complete the season before the plot is offered to the next name on the waiting list.

Implementation

This policy will be implemented after the two people at the top of the current waiting list, who have been waiting for about three years, have been offered the next two whole plots which become vacant

Review

The policy will be reviewed annually in January.

Originally adopted: 19th September 2011

2015 Review – policy amended as above

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

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Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetc.kentparishes.gov.uk

Waste Management – policy

Aim and Purpose

This policy expands the Policy Statement on Green Issues adopted by Council in 2006

The policy aim and purpose is to prevent waste and apply the “waste hierarchy” when transferring any waste generated by Council activity. The “waste hierarchy” is defined under Article 4 of the revised EU Waste Framework Directive (2008/98/EC) setting out five steps for dealing with waste, ranked according to environmental impact: prevention is the top priority (the best outcome for the environment), followed by re-use, recycling, other recovery, and disposal, in descending order of preference.

Policy

Purchase of equipment and consumables will be made with consideration for avoiding waste and also the options for end-use disposal.

Where appropriate all items which can be re-used/recycled, will be – materials including plastics, paper, card, metals, to be “banked” accordingly.

Any items which cannot be re-used/recycled will be transferred to an authorised responsible waste carrier for appropriate disposal – including District Council which incinerates waste with energy-capture.

Implementation

This policy to be implemented immediately after adoption by Council – adopted 5th December 2011

Review

The policy will be reviewed by the Amenities committee annually in January from 2013 in line with developing options for waste management.

2013 Review – policy retained unchanged

2014 Review – policy retained unchanged

2015 Review – policy retained unchanged








Site name	Year 1 - 2016	Site details	
Tree surveys and works identified in surveys Hedge cutting: Forge Croft allotments, Blossoms Park, Mowshurst and Recreation ground			
Pump maintenance and repair (£1260 pa and £10000 over 10 year period for Mill Leat, Mowshurst and the Recreation Ground).			
Recreation Ground and flood bund		<p>East Car Park Remark lines every five years Clear drainage channels and empty gulleys. Sewage Pump and Pipelines Survey of pipeline (not done to date) Playground Annual inspection Flat Seat Swings: Rub down and repaint; undercoat and two top coats. Multi-play unit: Rub down, undercoat and two top coats Roundabout: Rub down, undercoat and two top coats Cradle swings: Rub down, undercoat and two top coats Playground gates: rub down, undercoat and two top coats Wooden fence: Allow for replacement slats and posts Safe Fall Surfacing - patch repairs Benches Repaint/preserve 4 of Bins 2 by Pavilion refurbish 2 metal Guppy Playground bins - repaint</p>	
Market Yard		<p>Gulleys ann. empty Planter brickwork repair Knee rail Replace section</p>	







Pound Green			Replace bin Replace bench	
Forge Green (routine grass cutting, hedge cutting and tree survey apply)				
Marsh Green			Playground ann. Inspection Flat seat swings: rub down, paint u.coat+2 top coat Slide: repaint Ditch: re-excavate 30m Litter bin replace Guppy , by tree and vent	
Blossoms Park			Boundary logs: replace Skate ramps: replace lower riding surface panels Cycle racks - repaint Benches: Repaint 4 near pavilion	
Peace Garden			Replace bench with Eastgate seat Clean Dove Replace failed rear brickwork	
War Memorial				
Bus stops (War Memorial & High Street)			Hospital: replace roof + refurb other timbers High St/MSA Way: replace other 3 shleters: repaint	
Doggetts Courtyard			Paving slabs: clean and re-point Blockwork: reapply jointing sand, and seal Benches: repair, restain (or replace)	
Closed churchyard			Brick path from Lych gate, re-point	
Cemeteries			Cem 3 north wall, minor joint repairs, Southern wall Cem 2/3: some cracks, rebuild 5m Gates: repaint and re-point gate posts	

Stangrove Park		<p>Playground ann. Inspection</p> <p>Replace 5m fencing All swings: replace wear inserts x 10 Roundabout: rub down and repaint Gates: rub down and repaint Benches: repaint/preservative 4 Pond: overflow, clean out and replace grille habitat survey + mgmt plan Pathway from L Centre beside all-weather pitch Estate fencing r/o park, replace, plant hedging</p>	
Forge Croft allotments			
Swan Lane allotments			
Spitals Cross playground - repairs*			
Spitals Cross playground - replacement*			
Mowshurst		<p>Pitches: Verti-drain, sandslit Woodland management, manual cutting Picnic bench/tables: repaint Pond: habitat survey (with Stangrove Pond) Planters: repaint 6 cast iron Replace hanging bskt bracket (if neccs) Bollards: repaint all 33 Finger posts: repaint Benches: repaint/preserve 4 Cycle hoops: replace one , repaint others Bins: repaint Flagpole: repaint Jubilee clock: annual service</p>	
High Street			

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Site	Item	Action required	Responsible	Target date	Signed off
Blossoms Park	Wooden notice board	Replace Perspex	Groundstaff	November 2015	
	Skate ramps	Plant additional Russian Vine screen, west side of fence	Groundstaff	Oct 2015	
	Logs r/o parking spaces	re-fix	Groundstaff	Autumn 2015	✓ <i>hm</i>
	Front hedge thin, in patches	Plant additional hedging to improve	Groundstaff	Autumn 2015	✓ <i>hudd</i>
Recreation Ground	Garden waste fly-tip	Negotiate with other bank owner re: future removals	Deputy clerk	September 2015	
	West side waste bin overgrowth	Clear back around bin location	Groundstaff	November 2015	<i>hudd</i>
Marsh Green					
Peace Garden, Hever Rd					
Doggetts Courtyard	Seating	Existing seats removed, replace with new	Councillors/ Deputy Clerk	?timescale	
	Slat missing, litter bin	Re-fix	Groundstaff	November	
Market Yard	North walls	Needs repointing ?ownership	Contractor	?timescale	
	Memorial stability	Contact owners and stone masons	D Clerk	Sept 2014 -ongoing	
Cemetery	Pedestrian gate Cem 2/3	Repair catch	Groundstaff/bespoke part?	November 2015	
	Paint flaking, gates Cem	Repaint	Groundstaff	May 2016	

	1 and Cem 2	Quotations for repair	D clerk/contractor	September 2015	
Churchyard	Damage to skip-bay wall Cem 2/3 sign leaning nr main gates Garden waste behind Church St wall Trees	Needs new posts and Re-setting temp signage Birch by Cottage has died – fell? Refer SDC Beech adjacent Men's Club - reduction	Groundstaff Groundstaff/D Clerk Deputy clerk Councillors/contractor	December 2015 October 2015 October 2015 Winter 2015/6	   
Forge Croft Allotments					
Pound Green					
Stangrove Park	Seat lost from west side nr Norman Court Self-sets trees on south perimeter Path surface approach to playground Small dead Hawthorn nr Leisure Centre Low-level growth on other Hawthorns	Location for memorial seat? Thin Contractor to resurface Remove Remove	D Clerk Groundstaff D Clerk/contractor Groundstaff Groundstaff	On-going On-going seasonal task October 2015 December 2015 December 2015	 

	Pond low water level	Opportunity to edge-trim and remove old litter	Groundstaff	December 2015		
Spitals Cross playground	"Bitty" grass areas	Make more continuous grass areas in re-design	Deputy Clerk	2016 project		
	Fencing and play equipment	Plan to replace as single Project in 2016. Repair fence as <i>ad hoc</i>	Deputy Clerk	2016		
	Leaf fall	Clear up regularly	Groundstaff	Autumn 2015		
	Surface under flat swing	Patch repair	Deputy Clerk/contractor	November 2015		
	Paint on memorial seat plaque	Remove	Groundstaff	November 2015		
	Mowshurst	Old football goals	Remove	Nomads	August 2015	
		Hedge north of Pitch 1	Trim sides only	Groundstaff	December 2015	
Trees east side of car park		Lift overhanging branches	Groundstaff	December 2015		
Overgrowth in hollow		Thin and remove rubbish	Groundstaff	January 2016		
Swan Lane Allotments	Vegetation	Trim back hedges	Groundstaff	Autumn 2015		
	"Copse" sign by manure heap	Move to other side of entrance inside barrier	Groundstaff	Autumn 2015		