



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, B Todd, J. Woollorton.

An OPEN SPACES COMMITTEE meeting will be held 7.30pm 3rd April 2017, at 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 each to speak.
4. TO RECEIVE AND SIGN MINUTES OF OPEN SPACES COMMITTEE 16 January 2017
5. TO RECEIVE ANALYSIS OF RECEIPTS AND PAYMENTS TO 28 February 2017
6. CORRESPONDENCE
 - 6.1 Town Band re: annual open air concert
 - 6.2 NALC re: Charter Branch of Tree Charter scheme
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 requests for weekend interment
 - 8.2 To receive the report of the review of grass-cutting activity
 - 8.3 To consider a beacon for commemorating the end of World War I
 - 8.4 To consider costings for annual weed control on sports pitches
 - 8.5 To consider costings for Year 2 works within the 10-year Plan
 - 8.6 To arrange April Quarterly Monitoring visit and update the Action Plan
 - 8.7 To receive an update on investigation for a future new skate ramp facility
 - 8.8 To consider costing for notice board at Marsh Green
 - 8.9 To consider street lighting policy
9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY
10. PRESS RELEASE

Income for Open Spaces	Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept	198,228.00	198,228.00	0.00	Staff Costs	108,400.00	81,223.54	27,176.46
Cemetery Fees	12,000.00	9,082.65	2,917.35	Utilities	10,930.00	10,402.90	527.10
Rents	11,336.00	13,128.31	-1,792.31	Services	8,020.00	5,765.62	2,254.38
Maintenance Services	4,840.00	4,109.40	730.60	Equipment/Tools	6,000.00	3,101.94	2,898.06
Solar Panels	820.00	811.65	8.35	Materials	15,330.00	11,517.56	3,812.44
Sundry Receipts	9,250.00	9,470.41	-220.41	Buildings	2,300.00	1,599.28	700.72
10 Year Maintenance Plan Revenue TR	0.00	0.00	0.00	Vehicles	10,050.00	6,897.73	3,152.27
10 Year Maintenance Plan Capital TR	0.00	0.00	0.00	Contingencies	3,000.00	655.00	2,345.00
				Others	1,000.00	1,559.99	-559.99
				Vandalism	3,500.00	2,425.08	1,074.92
				Footpaths Equipment	200.00	22.54	177.46
				Public Street Lighting	10,000.00	5,341.53	4,658.47
				10 Year Maintenance Plan	57,744.00	25,679.44	32,064.56
	236,474.00	234,830.42	1,643.58		236,474.00	156,192.15	80,281.85

5. **TO RECEIVE ANALYSIS OF THE COMMITTEE'S RECEIPTS AND PAYMENTS TO 28th February 2017**

The comparisons report from 1st April 2016 to 28th February 2017 is attached for members' information, giving the position one month away from the year end.

6. **CORRESPONDENCE**

6.1 **Town Band re: open air concert**

The Town Band wish to hold what is now their annual open air free concert in Stangrove Park, on Wednesday 5th July at 7.30pm. Subject to completion of an Open Spaces Hire Agreement, and meeting its Standard Conditions, **are members content to permit this hire free of charge for a community event?**

6.2 **NALC re: Charter Branch of Tree Charter scheme**

The attached has been received inviting the Council to become a Charter Branch of the new scheme being launched in the Autumn. Having read the information provided through the link, which includes the opportunity to apply for up to £1,500 for tree-related project(s), **do members wish to register this Council as a Charter Branch?**

7. **HEAD GROUNDSMAN'S REPORT**

7.1 **Routine and seasonal work**

FEBRUARY/MARCH

Leaf clearance all sites

Cleaned out Mill Leat

Marking out all sports pitches

Cutting back brambles all sites

Rolling/brushing/slitting sports pitches

Edging cemetery paths.

Cleaning along all kerb sides on all sites

Topping up sunken graves

Grass cutting all sites

Weeding planters/Leathermarket/Cemetery beds

7.2 **Groundstaff activity**

The winter tree survey has been completed with a few trees to continue monitoring, but nothing major to report. Machinery servicing has been completed during the winter. First Aid kits have been checked, and the annual check of driving licences carried out.

The grounds team attended a training course on the 14th of March, covering manual handling, working at height, and hedge cutting - this was a good course, necessary and enjoyed by all.

We have a short contract full time member of staff started this month, who has attended a PA6 two day training course, and will be doing the test early April. The part-time staff member has reduced to two days, and an agency placement is starting a three-days seven month placement on 5th April.

The ambulance gate at the Rec has been re-painted, plus the wooden bus shelter at the hospital, and the two bus shelters near the Swan pub have been cleaned.

The grounds team attended the Great British Spring clean through the High Street, along with councillors and volunteers, which proved to be a worthwhile activity.

The new gang mowers have arrived and are being used

We have had to get two new back tyres for the tractor due to wear and tear

The grass cutting has started early this year due to the mild winter, so we are looking forward to the additional member of staff starting this month.

LANCE THOMPSETT 29/3/17

8. **OPEN SPACES BUSINESS FOR DECISION**

8.1 **To receive the Burial Report and consider requests for weekend interments**

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

January 2017	February 2017	March 2017
None	Two burials	Two burials
	Two interments of ashes	Two interments of ashes
One Grant of Right	Two Grants of Right	One Grant of Right

Members approved the updated Cemetery Booklet at last meeting, but a new issue has arisen for this committee to consider. Occasionally over the years there have been requests for weekend interments, but this would be rare. This year already there have been three requests for weekend interments of ashes, one of which changed to a weekday, and one has been accommodated in line with the existing rules. The vicar has reported an increasing number of inquiries for weekend funerals, as people are reluctant/unable to take time off work. Council staff are not required to work at weekends, but it has been possible occasionally, if one of the team is willing and available, to cover an ashes interment, at an additional fee payable by the family.

Members may wish to consider whether this option should continue, given the following:

Funeral directors do not generally arrange funerals for weekends, and those days are traditionally times for visiting graves and paying respects, and people would not expect to find an interment taking place and may find it upsetting.

The Council could not offer this option as routine, as it is dependent on the good-will and availability of one local member of staff.

Do members wish to continue to offer the option for weekend interment, if the request is becoming no longer exceptional?

8.2 To receive the report of the review of grass-cutting activity

The small group of councillors agreed at last meeting, along with the head groundsman and the deputy clerk, met on February 16 to review grass-cutting in public areas across the parish. The Town Council is currently responsible for cutting in 12 locations, though not all are owned by ETC and at some sites not all the grass is cut by ETC groundstaff, as follows:

Marsh Green

Blossoms Park (except the cricket square)

GSBT water meadows (rides only, paid for)

Recreation Ground

Pound Green

Churchyard (contractor) and Cemetery

Forge Green

Forge Croft Allotments

Stangrove Park

Spitals Cross – playground

Mowshurst (not football pitches)

Swan Lane allotments

The area of grass cut varies widely from site to site. The weather, ground conditions, and seasonal variations, play a key role in the frequency of cutting, and length of time taken, and grass cutting is not the only maintenance activity taking place at each site. Also the size of the team varies from three to four as the year passes. The head groundsman advised that the team is already at full stretch to maintain the sites to the standard the community expects over the year.

The group considered the proposition of taking over any of the urban grass areas currently cut by Kent Highways, and concluded that it is currently not financially viable, given the need to acquire additional machinery (which would need additional storage space), some further training and possibly extra staff, and the uncertainty of Kent contribution continuing in future. **Do members support this conclusion?**

The group noted that grass-cutting is not currently recorded separately from all other items of maintenance activity, as the groundstaff working hours are logged as totals per site. It was felt that to gain a “real” picture of the extent of ETC grass-cutting activity, the head groundsman was asked to begin recording this item specifically beside the weekly time-sheets, from 1 March to end of December. With this information, the review could be based on accurate information, rather than an unknown affected by a large number of variables. **Are members content with this proposal?**

8.3 To consider a beacon for commemorating the end of World War I

This item was referred from February Council, having received information about a national project to create a beacon chain lighting at 7pm on Sunday 11th November 2018. The town does not have an existing beacon site, and there is the cost, and issues such as risk assessment, and additional insurance, to consider for such an event. **How do members wish to proceed?**

8.4 To consider costings for annual weed control on sports pitches

Costings have been sought from three companies to carry out this service, this year to include pitches at Mowshurst under the terms of the new lease, but not Blossoms Park which was treated last year.

The company chosen last year has held its price for this season.

Company A £925 plus VAT

Company B £750 plus VAT

Company C £695 plus VAT

Which company do members wish to select?

8.5 To consider Year 2 works within the 10 year Maintenance Plan

The last item of the Year 1 works has finally been carried out, weather conditions having prevented the re-sanding of Doggetts Courtyard surface before the last week in March. The family which originally donated the bench for the garden on the corner of Hever Road, have kindly paid for a replacement, and for a new plaque to be fixed to the bench. In consultation with the committee chairman, a plaque has been ordered for the bench in the Courtyard provided by the Council.

Are members content to endorse this expenditure of £60 from the Year 1 budget?

The comparison with Year 1 budget to date is attached.

Comparative quotes are still being sought for the Year 2 works which fall broadly into four elements - hard landscape, soft landscape, fixtures, play equipment. The survey of the Churchyard/Market Yard boundary wall has been carried out, and a report with recommendation for work is expected in a couple of weeks. Other issues identified with the Churchyard walls during a recent quinquennial Church inspection were discussed during the Church surveyor's visit. There is a section of the eastern wall which has "blown" at the base, and approx 7m will need rebuilding. Also there is some spot re-pointing necessary, and some of the rough coping stones to re-set, on the south wall. Costings are also being sought for these new works which are not specifically scheduled in the 10-year plan for Year 2.

Annual playground inspections (including skate ramps):

Costings have been sought from three possible providers of Inspection, as follows:

Company A £375

Company B £395.50

Company C £390

(All prices ex-VAT)

Which provider do members wish to select to carry out the inspection?

8.6 To arrange April 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. Suggested dates are below:

Tuesday 25th April 9.30am start at Marsh Green

Thursday 27th April 1pm start where Tuesday left off

Members are asked to confirm the days to be scheduled for the visits. The Action Plan drawn up after the January monitoring has been updated and is attached. Members noted that the grounds team had done excellent work in removing the bramble bank by the buildings at Forge Croft allotments, and the Swan Lane site plots were looking particularly well-tended by the plot-holders.

Following discussion at last meeting, a local contractor provided "budget" costings for installation of a low-level rail along the field edge of the driveway at Blossoms Park (ex VAT).

To supply and install 21m of timber knee-rail fence £ 806.80

To supply and install timber knee-rail fence around the perimeter of the car park area plus the field edge of the driveway: £3,650.00

Members decided to investigate options for natural stone edging, though there could be difficulties in ensuring secure installation. Options could range from half-metre ornamental spheres £264 each, to half-height concrete bollards at £95.50 each, to mini-monolith at £140-£186 each, and large 1m pieces of natural stone at approx. £200 each sold by weight, so smaller pieces of stone would cost less (all prices ex-VAT). The budget agreed for Open Spaces this year has no provision for this new project, other than through its Contingency heading which is £3,000, and there is a Small Projects fund of £2,000.

How do members wish to proceed?

8.7 To receive an update on investigation for a future new skate ramp facility

Cllr Clive Pearman has provided the following update:

The young people who wished to be directly involved working on the project total 11, with different age groups represented, and both girls and boys.

The young people have divided the project into 3 aspects at this early stage in order to give focus and a basis for making decisions as the project moves forward and matters become clearer; those 3 aspects are Consultation, Research into Funding, and Meeting with the Town Council.

The Consultation is to ensure that all the views of potential users of the skate park are articulated as the basis for determining the design of the skate park; Research into Funding is precisely that - to find out what funding is 'out there', and how and when to apply for it; and Meeting with the Town Council is, again, obvious. The Project Group members would welcome the opportunity to update the Open Spaces Committee on progress at the next meeting of that committee.

The team has really impressed with their ability to approach this as a professional project, the outcome of which will be primarily determined by their own efforts. They are well capable of running this project through to the end, with minimal involvement from either Bob Todd or myself, other than from an oversight perspective. The young people have already looked at a number of skate parks, the benefits and limitations of each, their design and costs, and have a clear idea of what they are looking to achieve.

I would recommend that the Open Spaces Committee invites members of the project group to attend the Committee's next meeting and to give an update report on progress. **Do members wish to offer the young people that opportunity for June 5th?**

8.8 To consider costings for a notice board at Marsh Green

Members have been considering a new lockable wooden noticeboard to be installed at Marsh Green, in the front garden of the church St John URC where it could replace the existing church notice board and be available for joint use by Council and community. A resident has offered to make a contribution of £500 to the project, and the church has advised it is also able to make a small contribution. Further to the costings considered last meeting, the maker of the new notice boards at Hever (pictures attached) has provided a quote of £698 for producing a bespoke double-door version in oak as follows:

- constructed from 23mm thick oak with a pitched roof.
- the front apex board, (supporting the roof boards) will be carved with the words "MARSH GREEN"
- two separate lockable sides, each one sized to take six Portrait A4 sheets in a three high by two wide arrangement.
- back panel will be made from 8mm marine ply.
- two doors will each be glazed with 3 mm shatterproof clear polycarbonate and hung using brass hinges.
- each door will be fitted with a "Niche Lock" Model 2.536, supplied with two keys. (These can be supplied with separate key patterns for each lock or with identical keys to fit both locks.)
- includes two 75mm x 75mm oak support posts, of a length suitable for concreting into the ground.
- each bay will be lined with "self sealing" pinboard material.
- brass or stainless steel screws will be used throughout.
- finished using "Osmo" UV Protection oil.

This compares very favourably with the costings considered previously from commercial companies

Do members wish to proceed with this project and commission the new notice board?

8.9 To consider street lighting policy

A resident has requested Council to review its street lighting policy for part-night lighting away from main roads, and has advised that his garage has been broken into twice. At the Annual Town Meeting on 4 March 2013, a consultation was held to gauge residents' views on converting the Town Council's stock of street lights to part-night, the aims being to reduce the costs of the lights, to save energy, and to cut light pollution. The response to the consultation was in favour of the proposal.

At July Council 2015 it was resolved to reiterate the Council's part-night policy, as agreed at Council in January 2014, for new lanterns to be part-night. The exception to this being the columns on the main routes into Edenbridge for which the Council is responsible, namely Four Elms Road,

Lingfield Road, Marsh Green Road and Mill Hill, plus the lights across Stangrove Park, all of which continue to be full-night, as approved at June 2014 Open Spaces.

The resident has meanwhile taken up the offer of a security alarm padlock provided through the Community Warden's community safety contacts. **How do members wish to respond?**

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

Following community concerns about the number of pigeons around the lower part of the High Street, a small Business Area Improvement grant was successfully applied for from Sevenoaks DC, to instigate some pigeon control. In consultation with the Council chairman this treatment has been extended at a cost of £520 for a month of further visits to remove more birds from the town centre.

The rabbit control is continuing at Mowshurst, and there are signs of increasing activity as spring arrives.

Barely two weeks after the bus shelter opposite the Old Eden was replaced, one of the large back panels of glass was smashed, and needed replacement at a cost of £180 from the Vandalism budget. A small fire set on the surface under play equipment at the Rec, has damaged the wet-pour and costings are being sought for this repair and also replacement of a small area of the surface at Marsh Green playground.

10. PRESS RELEASE

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

From: nalc@nalc.gov.uk [<mailto:nalc=nalc.gov.uk@cmail20.com>] **On Behalf Of** nalc@nalc.gov.uk
Sent: 24 March 2017 12:35
To: Christine Lane
Subject: Become a Charter Branch - up to £1,500 funding available!



Become a local council Charter Branch

This year NALC has partnered with more than 60 organisations, including the Woodland Trust, to help launch a new Charter for Trees, Woods and People on November 6th 2017. The new Tree Charter will set out how our local communities and trees can best benefit one another. It will serve as a resource which local councils can use in support of their efforts to look after the trees in their area.

To get involved with the Tree Charter, your local council can become a Charter Branch. Becoming a Charter Branch is completely free and will in no way effect the autonomy of your council or local conservation groups. Your level of involvement is up to you and may range from simply signing up to receive free copies of the Charter's newspaper "Leaf!" to helping gather signatures of support, to more imaginative projects and activities around trees, for which funding of up to £1500 is available.

Additionally, we will be here for any help or advice your council may need regarding trees and you will have the chance to contribute your voice to the ongoing development of the Tree Charter.

[Register your local council as a Charter Branch](#)

(simply add your local council's name and details to the boxes on the right hand side of the webpage)

Find out more about Charter Branches, by visiting the

[Local Councils: Becoming a Charter Branch blog](#)

[Find out more about the Tree Charter](#)

If you have any inquiries or problems, or wish for guidance on how to get your local council involved with the Tree Charter, please contact: joseph.palasz@nalc.gov.uk

Site name	Year 1 - 2016	Site details	Budget (2015)	Accepted to date	Actual	Over	Under
Tree surveys and works identified in surveys Hedge cutting: Forge Croft allotments, Blossoms Park, Mowshurst, and Recreation ground		Autumn maintenance cut, top and sides	£1,040	£1,270.00	£1,270.00	£230.00	
Pump maintenance and repair (for Mill Leat, and the Recreation Ground).		Annual maintenance and repair	£2,260	£405.00	£405.00		£1,855
Recreation Ground and flood bund		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 Playground bins - repaint Benches Repaint/preserve 4 of Bins 2 by Pavilion refurbish (2 metal Guppy)	£210 £300 £250 £65	£400 £197.50 £65	£400 £285 £65	£190	£15 £250
Market Yard		Gulleys ann. empty Planter brickwork repair Knee rail Replace section	£400 £340	£600.00 £507.15	£600.00 £507.15	£200 £167.15	
Pound Green		Replace bin Replace bench	£370 £420	£284 £463			

Spitals Cross playground - repairs*		£70 (insp)	£65.00	£90
Mowshurst	Pitches: Verti-drain, sandslit Woodland management: manual cutting Picnic bench/tables: repaint Pond: habitat survey (with Stangrove Pond) mgmt plan	£1390 £3024 £125	£1,300.00 £1,300.00	£1,300.00
High Street	Planters: repaint 6 cast iron Replace hanging bskt bracket (if neces) Bollards: repaint all 36 38 Finger posts: repaint 4 Benches: repaint/preserve 4 Cycle hoops: replace one , repaint others Bins: repaint Flagpole: repaint Jubilee clock: annual service	£330 £1485 £1050 £330 £612 £824 £100 £4731 £200	£720 £1080 £720 £240 (£134) £480 £250 £3624 £265	£720 £1140 £720 £240 £134 £400 £250 £3604 £265 £65
				£1,127

			£2,015.50	£15,106.71
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£13,091.21

Site	Item	Action required	Responsible	Target date	Signed off
Blossoms Park	Skate ramps	Fencing is leaning - wind damage: monitor	Groundstaff	On-going	
	Rectangle bin by front seat	Replace users' info sign	Deputy Clerk	November 2016	
	Entrance Notice Board	Refurbish	Groundstaff	November 2016	
Recreation Ground		Replace content	Deputy Clerk	December 2016	
	Garden waste fly-tip	Repaint ETC heading	Groundstaff	December 2016	
	Ambulance gate	Negotiate with other bank owner re: future removals	Deputy Clerk	April 2016	
Marsh Green		Repaint gate	Groundstaff	April 2016	LT
	SDC litter bins	Refurbish/replace two	Deputy clerk/SDC	April 2016	
	Community notice board	Re-locate/replace	Councillors/D Clerk	September 2016	
Peace Garden, Hever Rd	Safety surface – slide	Patch at edge	Deputy Clerk	December 2016	
	Replace Dove plaque?	Seek costing for alternative	Deputy Clerk		
	Seat maintenance	Restrain/repaint	Groundstaff	April 2016	LT
Doggetts Courtyard					
Market Yard					
Cemetery	Memorial stability	Contact owners and stone masons	D Clerk	Sept 2014 -ongoing	
	Pedestrian gate Cem 2/3	Repair catch	Groundstaff/bespoke part?	November 2015	

	Coping stone missing Cem 1 wall by Depot	Replace	Groundstaff	August 2016	
Churchyard					
Forge Green					
Forge Croft Allotments	Front wire fence by garage – in tree line	Reinstate posts and attach wire	Groundstaff	March 2017	
Pound Green					
Stangrove Park	Seat lost from west side nr Norman Court	Location for memorial seat?	D Clerk	On-going	
	Self-sets trees on south perimeter	Thin	Groundstaff	On-going seasonal task	
	Pond outlet grille - part cover missing	Replace	Groundstaff	November 2016	
	“Banks” sign by pond	Re-stain	Groundstaff	March 2017	
	Old seat fixing, by pond	Sink into ground	Groundstaff	March 2017	LT
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 2017.	Deputy Clerk	2017	
	Flat swings	Repair fence as <i>ad hoc</i>	Groundstaff	On-going	
	Byelaws signs worn	Re-paint top bar of frame	Groundstaff	July 2016	LT
Mowshurst		Replace	Groundstaff	March 2017	LT
Swan Lane Allotments	Front fence	Temp. replace missing palings	Groundstaff		10-year plan re-fencing LT



