



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: T Bryant (Chairman), B Todd (Vice-chairman), J Barnett, R Bell, A Layland, M McArthur, S McGregor, G Middleton, and M Robson.

An OPEN SPACES COMMITTEE meeting will be held at 7.30pm on 19 November 2018 in Rickards Hall

AGENDA

1. APOLOGIES FOR ABSENCE

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 17 September 2018

5. TO RECEIVE ANALYSIS OF RECEIPTS AND PAYMENTS TO 31 October 2018

6. CORRESPONDENCE

- 6.1 Great Stone Bridge Trust re: Watermeadows Project
- 6.2 Allotment tenant re: gates replacement
- 6.3 Marsh Green residents re: WW1 commemoration bench
- 6.4 Chamber of Commerce re: French Market event

7. HEAD GROUNDSMAN'S REPORT

- 7.1 Routine and seasonal work
- 7.2 Groundstaff activity
- 7.3 Future items

8. OPEN SPACES BUSINESS FOR DECISION

- 8.1 To receive the Burial Report and to consider placing burial records online
- 8.2 To update the Action Plan from autumn monitoring sites visit
- 8.3 To consider groundstaff tasks and structure review
- 8.4 To consider costs for playground repairs
- 8.5 To consider current year works in the Open Spaces 10 and 30 year Maintenance Plans
- 8.6 To consider works in the 2019/20 Open Spaces 10 and 30 year Maintenance Plans
- 8.7 To consider the committee Budget for 2019/20
- 8.8 To consider expenditure on vandalised items
- 8.9 To consider measures to prevent unauthorised vehicle access to open spaces

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

10. PRESS RELEASE

In view of the confidential nature of the following items 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

- 11.1 Communication regarding community events

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

Income for Open Spaces		Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept		152,092.00	152,092.00	0.00	Staff Costs	106,625.00	67,545.53	39,079.47
Precept 10 yr Maintenance		42,230.00	42,230.00	0.00	Utilities	12,315.00	8,760.07	3,554.93
Precept 30 yr Maintenance		59,740.00	59,740.00	0.00	Services	14,880.00	3,729.00	11,151.00
10 yr Sundry receipt		0.00	0.00	0.00	Equipment/Tools	4,250.00	1,077.72	3,172.28
Cemetery Fees		11,000.00	4,963.85	6,036.15	Materials	17,230.00	12,100.99	5,129.01
Rents		14,993.00	8,895.05	6,097.95	Buildings	2,100.00	1,459.86	640.14
Maintenance Services		5,465.00	2,815.53	2,649.47	Vehicles	9,550.00	3,997.26	5,552.74
Solar Panels		850.00	0.00	850.00	Contingencies	3,000.00	761.60	2,238.40
Sundry Receipts		9,500.00	6,702.85	2,797.15	Others	1,000.00	1,348.46	-348.46
Reserves 10 Year Maintenance Plan TF		2,373.00	0.00	2,373.00	Small Projects	3,000.00	800.00	2,200.00
30 Year Maintenance Plan TF		0.00	0.00	0.00	Vandalism	4,000.00	2,200.08	1,799.92
					Footpaths Equipment	200.00	0.00	200.00
					Public Street Lighting	9,500.00	4,744.77	4,755.23
					Public Street Lighting Contract	6,250.00	3,213.60	3,036.40
					10 Year Maintenance Plan	44,603.00	28,003.35	16,599.65
					Reserves TR Balancing 10 Yr Plan	0.00	0.00	0.00
					30 Yr Maintenance Plan	23,175.00	350.00	22,825.00
					Reserves TR Balancing 30 Yr Plan	36,565.00	0.00	36,565.00
		298,243.00	277,439.28	20,803.72		298,243.00	140,092.29	158,150.71

Open Spaces Committee – November 2018

4. **TO RECEIVE AND SIGN MINUTES OF OPEN SPACES COMMITTEE 17 September 2018**
October Council resolved to request Open Spaces consider amending the wording of part of item 8.7 To consider Year 3 works in the 10 and 30 Year Maintenance Plan.

It was proposed to insert the words in italics as follows... The draft Local Plan *allocations* do not include this proposal, *as the site has been identified in Appendix 8 (Blue Category) as too small*, but SDC Officers had indicated that... **Do members wish to include the amendment as proposed, and if so do they wish the amended minutes to be signed as a true record of the meeting?**

5. **TO RECEIVE ANALYSIS OF THE COMMITTEE'S RECEIPTS AND PAYMENTS TO 31st October 2018**

The comparisons report from 1st April 2018 to 31st October 2018 is attached for members' information, giving the position seven months into the financial year.

As agreed at last meeting, the committee chairman with the deputy clerk approved the costing for urgent tree works at Mowshurst adjacent to Four Elms Road, at £1,317 plus VAT, this being less than the maximum figure set by committee. **Are members content to endorse this expenditure?**

Wear to the boards over the River Eden retention dam was reported, and this repair was progressed on safety grounds at a cost of £70. **Are members content to endorse this expenditure?**

6. **CORRESPONDENCE**

6.1 **Great Stone Bridge Trust re: thanks for help with Watermeadows Project**

The attached message of thanks has been received for help provided for the Watermeadows project on Make A Difference Day.

6.2 **Allotment tenant re: gates replacement**

One of the tenants at Swan Lane site sent the attached message of appreciation for the maintenance works, and another has conveyed verbal thanks.

6.3 **Marsh Green residents re: WW1 commemoration bench**

The attached message has been received on behalf of Marsh Green residents requesting a WW1 commemoration bench for the village. The war memorial at the hospital is for the whole parish which includes Marsh Green. **How do members wish to respond?**

6.4 **Chamber of Commerce re: French Market event 25th November**

The Chamber of Commerce has requested use of the Market Yard car park on Sunday 25th November for what is now the annual pre-Christmas visit of a French Market, times proposed from 7am to 9pm (compared with 8am to 6pm last year). It is planned to occupy the same area as the weekly Thursday market. Subject to completion of an Open Spaces Hire Agreement, and meeting its Standard Conditions, **do members wish to agree this request, at no charge as this is a community event?**

7. **HEAD GROUNDSMAN'S REPORT**

7.1 **Routine and seasonal work**

Grass cutting all sites.

Planting winter plants in planters through the town and at Doggetts Barn

Winter tree pruning and maintenance

Topping up of sunken graves, and top soiling and seeding

Regular playground inspections.

General maintenance jobs.

Hedge cutting

Painting of benches including ironwork

Marking out of all sports pitches

7.2 **Groundstaff activity**

The team has begun to clear undergrowth from the banks of the pond at Stangrove Park. We have also taken down a lot of low overhanging branches and hope to do the same on island in preparation, for clearing as much of the duckweed off the water's surface as possible over the coming months.

Advice from the supplier of the product proposed to treat for the duckweed on the pond is that as much of the weed as possible should be removed before treatment, and they suggested that the

equivalent of a “boom” across the surface would gather the weed. With the increasing lack of water in the pond this is difficult, as is calculating the volume of water to treat as the level is so low. We plan to use a thick rope to corral the weed into an area where it can be netted out. The water will then be treated with the eco-friendly liquid previously agreed by the members.

I and a member of the team spent a day in the Watermeadows thinning out areas of woodland, and assisting a visiting group of school children in the building of habitats for small mammals and insects.

The team has taken on the responsibility for maintaining the flower beds at the front of Edenbridge Town train station, under the Station Partnership agreed by members. We spent some time overhauling them, which included pruning existing trees and shrubs, and planting a few winter plants. We also gave both beds a fresh covering of wood chip from our stock pile in Stangrove Park.

The selective weed control due to take place earlier in the year, delayed due to the weather, was eventually carried out in late September at the Recreation Ground, Blossoms Park and Mowshurst. I'm pleased to report that it has been a success, and was carried out very efficiently by the contractor aided by the grounds team.

The team has replaced some of the deck boards on the Retention Dam over the river, behind Church Street. The wood was purchased locally, and a contractor routed out grooves on the board surface.

The team replaced various posts on council land around the town over a week in October. This included replacing three gates and gate posts at the Swan Lane allotments, replacing a large oak post by the entrance to the Leisure Centre at the bottom of Stangrove Park, as well as replacing 14 posts around Pound Green. This all went without a hitch and I am very pleased with the outcome.

Prices have been acquired for the potential replacement of equipment in 2019, as requested by the committee at the last meeting. I also have a quote £90 for rewiring the trailer which should solve any electrical issues with the towing vehicle, and which could conveniently be carried out along with re-boarding the trailer at £417. A comparative quote for the re-boarding only was £423. **Do members wish to progress the wiring and boarding repair in this financial year from the equipment budget?**

The team installed the new bench at Edenbridge Hospital opposite the War Memorial in time for the 100th anniversary of the end of WW1 on Remembrance Sunday.

The team will be installing two new signs at Blossoms park to address dog fouling and littering issues, as discussed at the last meeting (and during the monitoring site visit). These will be similar design to the one near the car park requesting that people do not remove posts to drive onto the outfield.

The planned decompaction of the sports pitches at the Recreation Ground and Mowshurst has yet to take place, due to current ground conditions. However I am in contact with the contractor who will be carrying out the works and I will continue to monitor ground conditions until it is appropriate to carry out the works.

7.3 Item for the future

As the team is carrying out winter tree maintenance including the pruning of the Lime trees in the Churchyard, I'd like to propose the purchase of a new platform ladder. Our current set of step ladders have a maximum height of 1.7m, and although our set of triple ladders go much higher they only maintain two points of contact which means they have to be footed whilst being used. I'd like to propose the purchase of a Henschman 3-leg adjustable tripod platform ladder. They are specified as being heavy duty groundsman's ladder with a working platform of 4.8m whilst maintaining 3 points of contact. The costing of this item is £650 inc VAT. I would like to propose we part fund the purchase with the sale of our existing Henschman movable platform, which is not often used and is not really suitable for our needs which involve working on uneven surfaces. **Do members wish to make this purchase from the equipment budget, and sell the existing platform?**

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report and to consider placing burial records on-line

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

September 2018

October 2018

One burial

One burial

Two interments of ashes

One interment of ashes

Currently the office receives very occasional enquiries about burial records from people researching family history, for which a small charge is made. Some councils have their records on-line which can provide an income source, but this would of course depend on the level of interest there would be. This would have to be balanced against the cost of setting up the website facility. This Council has already had its Burial Registers scanned, and the back-entry of records onto the Cemetery package database for its own management purposes is under way. **Do members wish to investigate the costs for creating an on-line search facility?**

8.2 To update the Action Plan from autumn monitoring sites visits

The Action Plan from the two autumn monitoring visits, during which members covered all but three sites, has been updated and attached. Members will note some items have already been addressed. The next monitoring visits will be due in January.

8.3 To consider groundstaff tasks and structure review

Council at its October meeting approved a short contract for the temporary skilled groundsman for two days a week through the five "winter" months to March 31, and also considered the Open Spaces recommendation that the grounds team structure should change to add a part-time post in the "winter" months. Council resolved that a review of the tasks and staffing levels of the grounds team should be undertaken to establish if additional staff in the winter is generally required. A small group comprising the chairman and vice-chairman of Open Spaces, a member of Personnel committee, and also of Finance committee, along with the Head Groundsman, is proposed for this task,

8.4 To consider costings for works from the annual playground inspection.

As agreed at last meeting removal of the spring see-saw was costed, along with three repair items referred to Council's regular playground maintenance contractors. The quote is as attached – **do members wish to progress the works, funding to be taken partly from Depreciation, and partly from Open Spaces general contingencies?**

8.5 To consider current year works in the Open Spaces 10 and 30 year maintenance plans

Replacement of the wildlife information display board in Stangrove Park is in process, and a community volunteer artist is undertaking some renovation of the display painting.

Sewage pumping chamber at the Sports Pavilion

Following the annual pumps maintenance service on the Sports Pavilion sewage pump, the contractor had advised there is corrosion in the sewage chambers pipework, and members requested a quotation for replacement in this year. The contractor has provided details (below) of the works, which will require two personnel in attendance, and also pictures from inspection (attached) which show the condition of the pipework.

The installation at the Pavilion has two chambers, the first "wet" chamber receives material from the Pavilion, which is pumped up through pipes into the next door "dry" valve chamber, which has both gate valve and non-return valve controlling onward flow towards the main sewer. It is proposed to enter the wet well and remove the corroded pipe from the discharge connection on the pump, then up and through 90 degrees through the wet well wall into the adjacent valve chamber (the corroded pipe can just about be seen in the first photo behind the guide rails and the chain); also to remove the pipework in the valve chamber (second photo). This includes replacing with new the non-return valve, which stops the liquid running back to the pit, and also the gate valve which is there to isolate the system. The pipework would all be replaced with PVC pipe and fittings. On completion the system will be tested using the *in situ* pump.

The quotation for the above works includes parts and labour, and is £2,206 plus VAT. **Do members wish to accept this cost, and programme the works in this financial year?**

Cemetery One gate pillars repointing

Finding a company to quote for this small amount of repointing work has been difficult, as many are very busy with existing work. A cost of £140 has now been quoted by a local building company, **are members content to accept this costing?**

Annual gully emptying – Market Yard and the Rec east car park

The company selected for this task last year, again quoted the same price as previously, so in consultation with the committee chairman the cost of £790 plus VAT was accepted in order to programme the work ahead of the winter weather. **Are members content to endorse this expenditure?**

8.6 To consider works in the 2019/20 Open Spaces 10 and 30 year maintenance plans

The result of the triennial review of the maintenance plans was presented at Forward Planning committee, and the proposed revisions accepted.

The programme of scheduled works for next year in the 10 year plan is attached, and members will see larger projects include resurfacing around the skate ramps, replacement of chainlink fencing and signage at the Cemetery, and the periodic tree survey. Costings are being sought, and in the case of the tree survey already received from three companies.

All three arboriculturist companies will include recommendations for any necessary works, with time-scale. Company A has included for re-mapping to update, and re-tagging trees to ensure numbers are not missing, as well as producing an updated database: Company B has included for the database and updated mapping of trees, but there would be an additional cost for an OS base plan; Company C has included for the updated database and tree-tagging only (but potentially has the capability to carry out the mapping), hence the variation in quotations.

Company A £4,850.00 plus VAT

Company B £4,995.00 (not VAT registered)

Company C £2,800.00 plus VAT

Which of the companies do members wish to commission for the periodic survey?

Members are advised that the Surrey parish council High Court appeal over a case resulting from an accident involving a bus and a falling tree, was dismissed last month. Therefore the original judgement stands, and a two-year period (or less) for tree survey is appropriate where there are justifiable reasons at each location (these include size and condition of trees, public access, proximity to transport and property). The Open Spaces 10-year Plan will therefore need to take this into account.

Sevenoaks District Council's arboricultural officer has suggested that, with a member of the Council groundstaff team trained in basic tree assessment to recognise and refer signs of any problems in recorded interim surveys, an interval of more than two years would be acceptable – provided more frequent survey was carried out on any individual trees which needed it. Advice is being sought from KALC, and from Council's insurers.

The key project in the 30-year plan is the refurbishment of Spitals Cross playground, as agreed at last meeting. Members have been circulated with the specification created previously for the design-and-build works, based on consultation with the community regarding what play items they would like included on the site. Given the proposed timescale for the project, **do members wish to re-consult before seeking tenders?**

8.7 To consider the committee Budget for 2019/20

The Head Groundsman has sought costings for items of equipment identified for replacement next year, for Budget recommendation as follows:

Ifor Williams trailer for re-boarding (see item 7.2 above)

Stihl KM90 Hedge cutter and pruner £198

Billy Goat trolley £970

Stihl chainsaw £500

Rover rotary mower £290

Rotary mower as above £290

Flail mower £5,350 currently

Members also requested costing to consider additional fencing at the eastern end of Swan Lane allotments, where deer incursion has been reported this year. A ball-park figure from a local

contractor would be c. £1,000 to supply and install approx. 60m deer fencing 1.8m high, netting on wooden posts.

The Bipper van 10-year expected life-span ends in 2019, and it has so far covered around 19,000 miles. The committee chairman was tasked by members last meeting to investigate possible prices for a replacement vehicle, and he has sourced the following information to date – a Vauxhall Combo 1.3CDTi at £11,582.33 (exVAT) plus £305 for tax and registration; two options for a VW Caddy, petrol 1.2TSI £11,935 (ex VAT) plus £305, or diesel 2.0 TSI £13,699 (exVAT) plus £305.

Costing for outsourcing of supply and maintenance of the hanging baskets again next year, has been quoted at £5,363 plus VAT, an overall increase of £155 on this year.

Members are asked to confirm the items they wish to put forward for Budget consideration?

8.8 To consider expenditure on vandalised items

Costing for replacement to one half of the Cemetery Depot gates, reported last meeting as damaged possibly caused from a vehicle reversing into it while shut overnight, has been confirmed at £650 plus VAT. **Do members wish to proceed with this replacement, funded from the vandalism budget?**

8.9 To consider measures to prevent unauthorised vehicle access to open spaces

Additional bow-top fencing and lockable gates have been installed at the frontage of Stangrove Park, also two bollards to decrease the access to the path including the traffic lights end; similar fencing and lockable gates and a bollard have also been added for the rear of the Park.

Someone has tampered with the front gates and part of the lock is missing, and a replacement is being sourced. Meanwhile, the gates are padlocked. One issue to consider is that although the gates are wide enough to admit vehicles for the annual fair, they cannot achieve sufficient angle of turn in the car park. The fair operator has asked whether the access could be adapted to overcome the problem. **How do members wish to respond?**

At Mowshurst the pair of lockable large gates, and keep posts have also been installed. The central keep bolts need adapting to compensate for the lower ground level in the middle of the access – members during the sites visit last month suggested welding extensions, and the cost is being sought.

At last meeting members considered knee-high rail for Blossoms Park entrance, and a gate instead of a drop-down post at the west side of the Recreation Ground. Ball-park costings for these items have been sought, as follows (ex VAT): supply and erect knee-high timber rail Blossoms Park c. £1,340; supply and install keyed-lock gate at the Rec c. £1,300-£2,000 depending on the style of gate.

Do members wish to pursue either of these as “small projects” next year?

Following visits to the CCTV control-room at SDC, members wished to know how better use of CCTV images could be made, within prevailing protocols which form the lawful basis for the processing of data, and which have been confirmed by SDC as follows:

- to help reduce the fear of crime
- to help deter crime
- to help detect crime and provide evidential material for court proceedings
- to provide assistance in the overall management of public health and safety
- to enhance community safety, assist in developing the economic well being of Sevenoaks District and to encourage greater use of the town centres, shopping areas, car parks and similar locations within the district.
- to assist the local authorities in their enforcement and regulatory functions within the area of Sevenoaks District Council.
- to assist Kent Highways with traffic management.

Cameras are not used for traffic enforcement, however they can provide supporting evidence for the police or CEOs to take action.

Do members wish to investigate use of CCTV for any of Council's open spaces sites?

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES COMMITTEE

The addition of the five Awards letters to two names on the War Memorial was carried out *in situ* by a stone mason whose quote was referred to the chairman for approval following last meeting, at £60

plus VAT. The Hospital property section eventually gave permission to locate the WW1 Commemoration bench near the War Memorial, on the basis that the Town Council will be responsible for the maintenance, and it can be relocated if necessary.

Council's representative to Kent branch of CPRE was unable to attend the branch AGM earlier this month, where the Rt Hon Damian Green MP was due to be keynote speaker, and John Wotton was elected as the new chairman. The Autumn-Winter edition of the branch publication Kent Voice is available for members in the Town Council office.

The new location for the Mont St Aignan sun dial has been agreed at a site meeting at Great Stone Bridge riverside land on 7 November, which included Cllr Pearman (representing the Great Stone Bridge Trust) and a representative from the contractor. It is hoped the installation beside the footpath will take place in the next couple of weeks.

10. PRESS RELEASE

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

In view of the confidential nature of the following items 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

11.1 Communication regarding community events

To:
Subject:

Kathy Staff
Thank you

Morning Kathy

Thank you and the Team for our lovely new gates at Swan Lane, they look great just the job nice and sturdy!

Much appreciated.

Regards

Subject:

MADD - Great Stone Bridge Trust water meadows project

Dear one and all,

On behalf of the Trust, may I extend the Trustee's sincere thanks and much appreciation for all of the hard work which everyone put in yesterday. We hope that all of the pupils who visited on Wednesday had a really enjoyable time, and learnt quite a bit about what we are trying to achieve in the meadows as the day unfolded for them, and that the three members of staff accompanying them were not too taxed in their supervisory responsibilities. Our thanks also go to the North West Kent Countryside Partnership team who came over to us for all of the help, support and guidance in the safe and correct use of the various items of equipment which they gave to the pupils over the course of the day. Finally, equal thanks and appreciation to Craig and Shaun and, therefore, to Edenbridge Town Council, for allowing Craig and Shaun to provide the professional aspect through the use of the chain saw, and of the momentum which was generated by the two of them as 'cut tree after cut tree' came through to the pupils for due processing; the pace was daunting for the pupils, with no time for 'idol hands'!

Would you please be so good as to pass on our thanks and appreciation to everyone for their contributions and, as I understand it from the departing conversations yesterday afternoon as we were leaving the Recreation Ground, we look forward to meeting up again in a year's time!

All best,

Clive

~~Clive~~

Sent from Mail for Windows 10

~~Clive~~

~~Clive~~

Sent: 02 November 2018 14:57
To: Kathy Staff
Subject: WWI COMMEMORATIVE BENCH

Hi Kathy

Hope that this finds you well.

I was very moved to see the commemoration 'Tommy' by the river and the bench in Edenbridge to mark the centenary of the end of WW1.

Marsh Green has sacrificed its sons, and I write to ask you to approach the Open Spaces Committee on Marsh Green's behalf regarding ETC providing a commemoration bench for the village green, for moments of quiet reflection and gratitude for those who gave their lives.


I would appreciate your help and thoughts on this matter.

With kind regards

Pam Owen

Sent from my iPad

Sent from my iPad

Site	Item	Action required	Responsible	Target date	Signed off
Blossoms Park	Skate ramps	Fencing is leaning – monitor, thin planting	Groundstaff	On-going	
	Rectangle bin by front seat	Replace	D Clerk/Groundstaff	August 2018	
	Entrance Notice Board	Repaint ETC heading	Groundstaff/contractor	August 2018	
	Wooden bollards (by drive and parking) some removed /damaged	Replace after Pavilion project finished	D Clerk/contractor	Spring 2019	
	Green pointers to litter bin	Re-mark	Groundstaff	December 2018	
Recreation Ground	Old wheel-out junior goals	Rugby Club to dispose	Rugby club	August 2018	
Marsh Green	SDC litter bins	Refurbish/replace two	Deputy Clerk/SDC	January 2019	
	One oak tree some dead wood	Refer for crown clean	D Clerk/Contractor	November 2018	
Peace Garden, Hever Rd	Replace Dove plaque?	Seek costing for alternative	Deputy Clerk		
Doggetts Courtyard					
Market Yard	Notice boards	Finish refurbishments	Groundstaff	December 2018	
Cemetery	Memorial stability	Contact owners and stone masons	D Clerk	Sept 2014 -ongoing	
	Pedestrian gate Cem 2/3	Repair catch	Contractor/bespoke part	September 2018	

	Damaged Depot gates	Repair	D Clerk/contractor	January 2019	<i>Carm</i>
	Cem 4 border hedge	Trim back	Groundstaff	Autumn 2018	
Churchyard	Laurels at western border	Cut back	Groundstaff	Autumn 2018	
Forge Green					
Swan Lane Allotments	Plots Hedges north side	Some need attention Need attention	D Clerk Groundstaff	Ongoing Ongoing	
Forge Croft Allotments					
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	
	Hedge gap, NE corner	Close access gap	Groundstaff	September 2018	
	Growing "wildlife" bramble areas through the park, encroaching on the grassed area.	Cut well back	Groundstaff	October 2018- ongoing	
	Trees	Some have dead wood to remove	Contractor	November 2018	
	Pond	Remove litter, remove duck weed, and treat	Groundstaff	November 2018 ongoing	
	Playground fencing	Reinstate some posts	Groundstaff	July 2018	
Spitals Cross	"Bitty" grass areas	Make more continuous	Deputy Clerk	2019 project	

playground	Fencing and play equipment	grass areas in re-design Plan to replace as single Project in 2019.	Deputy Clerk	2019	
Mowshurst	Millennium wood	Remove see-saw item	Contractor	December 2018	
		Autumn maintenance due, prune/thin	Groundstaff	Autumn 2018	
		Track potholes to infill	Groundstaff	Autumn 2018	
		Notice board: clean and de-cobweb inside	Groundstaff	Autumn 2018	
High Street	Car park	Potholes reappearing	Groundstaff	November 2018	Infill

Open Spaces/Premises/Maintenance Schedule/Annual Monitoring Action Plan/Nov 2018

Quote QT 01-9607

Date: 01/10/2018
Client: Edenbridge Town Council
Prepared for: Kathy Staff
Email Address: kathy@edenbridgetowncouncil.gov.uk
Prepared by: Kirsty Weaver

SITE	SITE ITEM	DESCRIPTION	REMEDIAL ACTION	RISK ASSESSMENT	UNIT PRICE	QUANTITY	SUBTOTAL
Stangrove Park Play Area	Pod swings	There are worn bushes on the unit.	Supply and fit 4 x proludic white bushes.		£181.25	1	£181.25
				SITE TOTAL			£181.25
Spitals Cross	Spring See Saw	Removal of see saw.	Remove see saw and make surface good.		£625.00	1	£625.00
Spitals Cross	1 Bay, 2 Flat seats	There is damage to the safety surface.	Cut out damaged safety surface and dispose of at authorised recycling depot. Supply and lay new BLACK safety surface to prepared area, 1M2.		£346.00	1	£346.00
				SITE TOTAL			£971.00
Recreational Ground	Wicksteed Roundabout	The bearing is worn.	Remove worn bearing and supply and fit new bearing.		£490.00	1	£490.00
Recreational Ground	Wicksteed Roundabout	One handrail weld is broken.			£155.00	1	£155.00
				SITE TOTAL			£645.00
				GRAND TOTAL			£1,797.25
				*ALL PRICES EXCLUSIVE OF VAT		E&OE	

Site Name	Year 19-20 Site Total				Actual	Over	Under
Tree surveys and works identified		6480	6480				
Interim tree works		4320	4320				
Hedge cutting: Forge Croft allotments, Blossoms Park, Mowshurst, and Rec		1512	1512				
Pump maintenance and repair (£1260 pa and £10000 over 10 year period for Mill Leat and the Recreation Ground)		2441	2441				
Amenity weed-spraying	Rec/Blossoms/Mowshurst	810	810				
Recreation Ground and flood bund							
East Car Park							
Clear drainage channels and empty gulleys.		324					
West Car Park							
Survey of pipeline to Pavilion:sewage		270					
Kent Brook							
Bank stabilisation - Riparian ownership							
Playground	Annual inspection	70					
	Safety surface patch repairs	129.6					
	Flat swings:rub down repaint	237.6					
	Multiplay: rubdown, repaint	367.2					
	Roundabout: rub dwn repaint	237.6					
	Cradle swings: ditto	237.6					
	Gates: ditto	237.6					
	Fence repair if necess.	324					
Seats, bins, bollards	Replace seat	448.2					
			2883				
Market Yard							
Annual gully empty		432					
Bollards: replace three		1312					
			1744				

Pound Green									
Forge Green									
Marsh Green									
Playground	Annual inspection	70.2							
	Fence repair								
	Slide: repaint	367.2							
	Swings: repaint	237.6							
			675						
Blossoms Park									
Skate Park	Riding surface sheets repair	1080							
	Asphalt base resurfacing	6480							
	Brick edging - 15m replace	540							
			8100						
Peace Garden									
War Memorial		0							
Bus Stops (Hospital and High St)									
	Restain/paint wooden	648	648						
Doggetts Courtyard									
Cycle racks and seats	Repaint	103	103						
Closed churchyard									
Memorials									
	Allow for laying flat	648	648						
Cemeteries									
Replace signage		1144.8							
Repaint five seats		270							
Replace chainlink fencing	Three sides Cem 4	3294							
Grass surface		648							
			5356.8						
Stangrove Park									
Playground									
	Annual inspection	86.4							
Fencing	Repair section	151.2							

Swings							
Roundabout	Patch repair safety surface	259.2					
	Rub down and re-paint	237.6					
Gate	Rub down and re-paint	237.6					
			972				
Forge Croft Allotments							
Swan Lane allotments		0					
Spitals Cross Playground	Annual inspection	75.6					
			75.6				
Mowshurst							
Pitches	Verti-drain and sandslit	1501.2					
			1501.2				
High Street							
Hanging baskets	Bracket replace if necessary	97.2					
	Jubilee clock service	216	313.2				
			38582.8				



