



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



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

An OPEN SPACES COMMITTEE meeting will be held 7.30pm 7 January 2019, 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 19 November 2018
5. TO RECEIVE ANALYSIS OF RECEIPTS AND PAYMENTS TO 30 November 2018
6. CORRESPONDENCE
 - 6.1 Request re: ultimate Frisbee dates
 - 6.2 League of Friends of Edenbridge Hospital re: fete on 1 June
7. HEAD GROUNDSMAN'S REPORT
 - 7.1 Routine and seasonal work
 - 7.2 Groundstaff activity
 - 7.3 Items for the future
8. OPEN SPACES BUSINESS FOR DECISION
 - 8.1 To receive the Burial Report
 - 8.2 To review the Allotments half-plots policy
 - 8.3 To review the Waste Management policy
 - 8.4 To consider recommendation from the groundstaff review group
 - 8.5 To consider remaining 2018/19 (Year 3) works within the 10-year Plan, and consider the 2019/20 committee budget
 - 8.6 To consider 2019/20 works in the 30 Year Open Spaces maintenance plan
 - 8.7 To arrange January Quarterly Monitoring visit and update the Action Plan
 - 8.8 To consider support for Edenbridge In Bloom 2019
9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY
10. PRESS RELEASE

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Income for Open Spaces		Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept		152,092.00	152,092.00	0.00	Staff Costs	106,625.00	76,724.66	29,900.34
Precept 10 yr Maintenance		42,230.00	42,230.00	0.00	Utilities	12,315.00	9,992.96	2,322.04
Precept 30 yr Maintenance		59,740.00	59,740.00	0.00	Services	14,880.00	4,569.00	10,311.00
10 yr Sundry receipt		0.00	0.00	0.00	Equipment/Tools	4,250.00	1,204.15	3,045.85
Cemetery Fees		11,000.00	6,080.30	4,919.70	Materials	17,230.00	13,193.68	4,036.32
Rents		14,993.00	11,550.35	3,442.65	Buildings	2,100.00	1,638.72	461.28
Maintenance Services		5,465.00	3,482.32	1,982.68	Vehicles	9,550.00	4,893.69	4,656.31
Solar Panels		850.00	0.00	850.00	Contingencies	3,000.00	761.60	2,238.40
Sundry Receipts		9,500.00	8,397.12	1,102.88	Others	1,000.00	1,711.56	-711.56
Reserves 10 Year Maintenance Plan TF		2,373.00	0.00	2,373.00	Small Projects	3,000.00	860.00	2,140.00
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	5,548.53	3,951.47
					Public Street Lighting Contract	6,250.00	6,250.00	0.00
					10 Year Maintenance Plan	44,603.00	28,424.68	16,178.32
					Reserves TR Balancing 1C Yr Plan	0.00	0.00	0.00
					30 Yr Maintenance Plan	23,175.00	350.00	22,825.00
					Reserves TR Balancing 3C Yr Plan	36,565.00	0.00	36,565.00
		298,243.00	283,572.09	14,670.91		298,243.00	158,323.31	139,919.69

5. **TO RECEIVE ANALYSIS OF THE COMMITTEE'S RECEIPTS AND PAYMENTS TO 30th November 2018**

The comparisons report from 1st April 2017 to 30th November 2018 is attached for members' information, giving the position eight months through the year. The comparisons to end of December are not yet available.

Following report at last meeting of damage to the new gates lock, and subsequently a fence panel at the front of Stangrove Park, costings were received for repair – £118.70 to supply and fit a new lock, and £234 to supply and fit a new fence panel and brackets (both ex-VAT). After consultation with the committee chairman and vice-chairman, this work was commissioned. **Are members content to endorse this expenditure?**

A broken branch was reported wedged high in a tree in Stangrove Park, adjacent to a path. On safety grounds and after consulting the committee chairman, a contractor was engaged to remove the branch, at a cost of £120 plus VAT. **Do members endorse this expenditure?**

6. **CORRESPONDENCE**

6.1 **Request re: ultimate Frisbee dates**

The Rugby Club has received a request from Ultimate Frisbee to hold a weekend of competition this summer over 3rd/4th August, with 10 pitches marked. This will be into staff holiday season, and replacement of football goals also starts that month, but the Head Groundsman believes the team should be able to cope. **Are members content for the team to provide the Frisbee pitches?**

6.2 **League of Friends of Edenbridge Hospital re: fete on 1 June**

The League of Friends have made their usual bi-annual request regarding use of Blossoms Park outfield for parking adjacent to the Hospital Fete on Saturday 1 June. Subject to the completion of an Open Spaces Hire Agreement and meeting the associated Standard Conditions, and to liaison with the Cricket Club, **do members agree to this request, at no charge for a community event?**

7. **HEAD GROUNDSMAN'S REPORT**

7.1 **Routine and seasonal work**

NOVEMBER/DECEMBER

Slitting rolling and brushing of all sports pitches

Maintaining planters through the town and at the train station.

Winter tree pruning and maintenance

Topping up of sunken graves, and top soiling and seeding

Regular playground inspections.

General maintenance jobs.

Hedge cutting

Leaf clearance from all sites

Marking out of all sports pitches

Edging pathways in the Cemetery and other sites.

Machinery maintenance

7.2 **Groundstaff activity**

The wildlife display sign for Stangrove Park pond was collected from the local craftsman who had also fitted the re-furbished artwork into said sign. The groundstaff then put together and installed the new sign in the same location as the previous one. Both the painting and the sign itself show fantastic workmanship and it really is a vast improvement.

Since taking on responsibility for maintaining the flower beds at the front of Edenbridge Town train station, after the initial overhaul we have been checking them on a weekly basis, clearing any rubbish or doing any tidying that is required. So far this hasn't been particularly time consuming.

The pitches decompaction that was scheduled to take place in early December was eventually started on Monday 17th. The contractor was able to get four football pitches done and most of one rugby pitch in three days before unfortunately the weather got the better of him. It was agreed they would return at the earliest possible opportunity to complete the two remaining pitches at the Recreation Ground, and the two pitches at Mowshurst. I will liaise with the contractors and advise on pitch conditions and we will aim to get the remaining pitches complete ASAP.

The grounds team have begun pollarding the lime trees in the Churchyard with all lower branches now removed. We will be revisiting this task in the New Year and will be using our recently purchased tripod ladder. Upon completion I will report on how effective the new ladder has been.

The team has begun clearing lots of undergrowth and deadwood from small copse at the Recreation Ground as well as pruning some more mature oak and cherry trees. We will complete this work in the New Year and it should be more aesthetically pleasing as well as helping to clear litter.

Our set of trail gangs have been collected for winter servicing. As it is two years since purchase the blades will also be re-ground, which should improve the quality of cut for the new growing season.

The team has installed two new signs at Blossoms Park to address dog fouling and littering issues, as discussed at the last meeting. These are similar to the sign opposite the car parking, requesting that people do not remove posts to drive onto the field.

The seasonal pond checks were undertaken by the head groundsman with nothing new to report. The purchase of a net and an eco-friendly chemical, which was previously agreed by the members, will take place early in the New Year now that the water level has risen. We will try to extract as much of the remaining duck weed from Stangrove Pond as possible. We will then treat with the chemical in the hope of eradicating this problem come the summer.

The winter headstone check is now under way, and the winter tree survey will also be started early in the New Year. Both reports will be available for the next Open Spaces meeting, and any urgent items meanwhile will be dealt with promptly.

7.3 Items for the future

I would like to attend an IOG accredited maintenance course in February for Level 2 winter pitches: Applied turf culture. The course is run over one day, will cost £191 as ETC is an IOG member, and I feel it would be useful as a refresher and will give us some new ideas for the upkeep of our pitches.

As considered at the last committee meeting, a suitable one day course has been identified for the head groundsman to attend covering basic management of trees of all ages. This will cost £115, and is scheduled for April. **Do members approve the above training?**

Head Groundsman
21.12.18

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report

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

November 2018

December 2018

Four burials

One interment of ashes

One interment of ashes

Three Grants of Right

The back-entry of past burial records onto the computer system is well under way, but has revealed a problem in the way grave numbers were recorded in the period when the oldest section of the Cemetery was still in use at the same time as the "new" extension Cemetery Two section had been opened. The person recording at that time (c.1951) stopped identifying burials as being in the "new" section, but did not identify those still being added in old Cemetery One, and unfortunately the grave space numbers do replicate between sections. Reference to the registers of graves will be a comparatively simple way to resolve this, but it will take some hours of checking and recording on a spreadsheet before the back-entry process can be completed.

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 recommendation from the groundstaff review group

The proposed small group of councillors has carried out this review, and considered whether the level of staffing should be changed to four full-time staff year-round. Currently it is three full-time permanent staff (head groundsman, skilled groundsman, and unskilled groundsman) with a fourth skilled post short-contract for seven months from 1 April to 31 October for the busiest part of the year.

Following the last Open Spaces meeting, the current draft budget being considered by Council next week includes funding to cover a skilled groundsman on short contract of two days a week for five “winter” months, which has been the *ad hoc* arrangement for the past and current winter to address specific issues which have arisen due to changes in staff at these times. The review group recognised that this committee would need to present a funded proposal to persuade Council that this is changed to permanent four staff year-round, and agreed the chairman and vice-chairman should seek to prepare the proposal.

Taking the autumn hedge-cutting work in-house would provide £1,400 saving, which would cover the majority cost of the two-day skilled person working five winter months, but no other saving has been identified, nor new income through additional contract for staff to take on, which could produce a further £2,550 approx required to fund the other three days. **Do members therefore agree that the staff structure is changed to include a skilled person two days a week during the five winter months 1 November-31 March, and that the autumn hedging work is carried out in-house?**

8.5 To consider remaining 2018/19 (Year 3) items within the 10 year Maintenance Plan, and consider the 2019/20 committee budget

The comparison with 2018/19 (Year 3) budget to date is attached. The work to replace the pipes and valves in the sewage pumping chambers at the Sports Pavilion is due to take place w/c 7 January. The remaining works are small items including replacement of a dip-tank at Forge Croft allotments, planters in Doggetts Courtyard, and annual service of the Jubilee Clock in the High Street.

For the general Open Spaces committee budget 2019/20, December Finance committee approved £13,000 funding for works outside the 10-year Maintenance Plan in the Budget, yet to be approved at full Council next week (£4,000 general contingency, £4,000 for Small Projects, and £5,000 for Vandalism). The expenditure for hanging baskets and plants now has a separate budget heading, at £6,065 – **do members wish to continue this year with the company which provided and maintained the High Street baskets display last summer, at a cost of £5,363 plus VAT as considered at last meeting?**

Comparative quotes are being sought for the next year 2019/20 10yr Plan works, which fall broadly into four elements - hard landscape, soft landscape, fixtures, play equipment. The quotes for the works will be presented for consideration at next meeting April 1. The periodic tree survey has been commissioned for the spring, in line with the decision at last meeting.

Following the dismissal of the Surrey parish council High Court appeal over a case resulting from an accident involving a bus and a falling tree, further advice has been sought from KALC, and from Council’s insurers. Both have indicated there is no “one size fits all” approach to intervals for periodic tree inspection, and that tree stock should not be treated as a whole. A risk-based approach should be taken, and inspection regimes tailored accordingly. Some trees in higher-risk locations (such as roadside, for example, and public accessibility) would therefore require more frequent inspection than even two year intervals. Given the locations Council maintains, **do members wish to carry out periodic tree surveys at two year intervals, and identify trees for more frequent inspection based on the results of the survey this spring?**

8.6 To consider Year 2019/20 works in the 30 year Open Spaces plan

Members decided last meeting to revisit the outcome of previous consultation on play equipment for inclusion in refurbishment of Spitals Cross playground, and check this was still in line with the wishes of the local community. A questionnaire for every household on the estate is planned for delivery this week, with responses to be returned by the end of this month. Depending on the outcome, the invitation to tender documents may require amendment.

Street lighting replacement programme

In March 2016, Council resolved to budget to replace 70 concrete columns, on a rolling programme, and £16,200 per annum is now allocated in the 30-year Open Spaces Plan. This financial year 10 columns were replaced, nine in Springfield Road plus a stand-alone column in Robyns Way, which

completed these roads. A recommendation from the street lighting contractor regarding which columns to replace in the next financial year will be provided for the next committee meeting.

The 30 Year Plan also includes a programme of replacing metal columns over the period, with an average of £8,100 allocated each year to cover replacement of some metal columns. Current prices are being confirmed from Council's contractor to establish how many columns to replace, and also which ones.

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. The Chairman has dates to suggest, and members are asked to confirm which days are to be scheduled for the visits. The Action Plan drawn up after previous monitoring has been updated and is attached.

8.8 To consider support for Edenbridge in Bloom 2019

The Edenbridge In Bloom 2018 competition was again well supported locally. The member of staff who co-ordinated the scheme at Coolings has left the company, but he will continue to organise Edenbridge In Bloom on their behalf this year. As a means of recognising and encouraging community pride in the local environment, **do members wish to support Edenbridge In Bloom competition again in 2019?**

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

The Mont St Aignan sun dial is still awaiting its relocation to the Great Stone Bridge garden adjacent to the South End roundabout.

The volunteer who carries out pest control at Mowshurst to protect the football pitches continues to report his success in reducing rabbit numbers, adding further to the total during the seasonal break.

10. PRESS RELEASE

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



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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 plotholders 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 trim 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

2016 Review – policy unchanged

2017 Review – policy unchanged

2018 Review – policy unchanged

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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

2016 Review – policy retained unchanged

2017 Review – policy retained unchanged

2018 Review – policy retained unchanged

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Site Name	Year 3	Site Total	Actual	Over	Under
Tree surveys and works identified	0	0			
Hedge cutting: Forge Croft allotments, Blossoms Park, Mowshurst, and Rec	1485	1485	1386		99
Pump maintenance and repair (£1260 pa and £10000 over 10 year period for Mill Leat and the Recreation Ground)	2374.35	2374.35	2401	26.65	
Recreation Ground and flood bund					
East Car Park					
Clear drainage channels and empty gulleys.	315.18		315.18		
Resurface: edge plane and overlay existing	16600		16012		588
West Car Park					
Repair pathway from Pavilion to Lingfield Road; overlay including sawcuts	5253		5608	355	
Kent Brook					
Bank stabilisation - Riparian ownership	2081				
Playground	68.3		70		
	126				
		24443.5			
Market Yard					
Annual gully empty	420.25		419.82		
Replace 3 bike racks	189.5				
Replace 2 litter bins	777.5		365.54		
Replace brown wooden notice board	620		168.34		458.66
		2007.25			
Pound Green	485.4	485.4	233.95		251.45
Forge Green	0				
Marsh Green					
Playground	68.3		70		

	Fence repair	147					
Ditch beside Green	Clear culvert	525					
Signage	Replace ETC sign - East end	551.6	290				
				1291.9			
Blossoms Park	Patch repair grasscrete	105		105			
Peace Garden		0					
War Memorial		0					
Bus Stops (War memorial and High St)		0					
Doggetts Courtyard							
Surface work	Steam clean whole area	367.75)				
	Re-point concrete slabs	630)1150		152.05		
Replace hanging baskets and troughs		745.3					
			1743				
Closed churchyard							
Memorials	Allow for laying flat	630					
Brick path from Lychgate	Repointing repair	630					
			1260				
Cemeteries							
Memorials	Allow for laying flat	630					
Gate posts - brick	Repointing repair	105	140		35		
Black guppy bin	Replace	389					
			1124				
Stangrove Park							
Playground	Annual inspection	84	85				
Fencing	Repair section	147					
Swings	Replace wear inserts	84	181.25		97.25		
Roundabout safety surface	Patch repair	252					
Pond interpretation signage	Replace notice board	1261	530			731	
			1828				
Forge Croft Allotments							
Dip tanks	Replace one, and ball valves	196					

Mains water stand pipes	Replace three	315				
			511			
Swan Lane allotments		0				
Spitals Cross Playground	Annual inspection	84		85		
	Fence repair	588				
			672			
Mowshurst						
Pitches	Verti-drain and sandslit	1460		1460		
Pond	Bank repairs: log piling, backfill	1313				
			2773			
High Street						
Hanging baskets	Bracket replace if necessary	94.5		60		34.5
	Jubilee clock service	278.4				
			372.9			
			42476.28			

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	
Churchyard	Cem 4 border hedge Laurels at western border	Trim back Cut back	Groundstaff Groundstaff	Autumn 2018 Autumn 2018	<i>Cen</i>
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 Self-sets trees on south perimeter Hedge gap, NE corner Growing "wildlife" bramble areas through the park, encroaching on the grassed area. Trees Pond Playground fencing "Bitty" grass areas	Location for memorial seat? Thin Close access gap Cut well back Some have dead wood to remove Remove litter, remove duck weed, and treat Reinstate some posts Make more continuous	D Clerk Groundstaff Groundstaff Groundstaff Contractor Groundstaff Groundstaff Deputy Clerk	On-going On-going seasonal task September 2018 October 2018- ongoing November 2018 November 2018 ongoing July 2018 2019 project	<i>KRS</i>
Spitals Cross					

playground		grass areas in re-design	Deputy Clerk	2019	
	Fencing and play equipment	Plan to replace as single Project in 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	
	Car park	Notice board: clean and de-cobweb inside	Groundstaff	Autumn 2018	
		Potholes reappearing	Groundstaff	November 2018	Infill
High Street					

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