



# 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 at 7.30pm 1 April 2019, in 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 on 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 7 January 2019
5. TO RECEIVE ANALYSIS OF RECEIPTS AND PAYMENTS TO 28 February 2019
6. CORRESPONDENCE
  - 6.1 Resident re: request for dog waste bin
  - 6.2 Tree Council re: national plan to address ash die-back disease
7. HEAD GROUNDSMAN'S REPORT
  - 7.1 Routine and seasonal work
  - 7.2 Groundstaff activity
  - 7.3 Items for the future including consideration of planned vehicle replacement
8. OPEN SPACES BUSINESS FOR DECISION
  - 8.1 To receive the Burial Report and consider arrangements for ashes interments
  - 8.2 To review 2018/19 (Year 3) works within the 10-year Plan, and consider costings for the works scheduled for 2019/20 (Year 4)
  - 8.3 To consider 2019/20 works in the 30 Year Open Spaces maintenance plan
  - 8.4 To arrange April Quarterly Monitoring visit and update the Action Plan
  - 8.5 To consider works to prevent unauthorized access to open spaces
  - 8.6 To consider expenditure on vandalism
  - 8.7 To consider use of CCTV at the Recreation Ground and Stangrove Park
  - 8.8 To consider resurfacing Mowshurst car park
  - 8.9 To consider the Forge Croft allotments management arrangement with Edenbridge Allotment Gardens Association
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	102,094.61	4,530.39
Precept 10 yr Maintenance		42,230.00	42,230.00	0.00	Utilities	12,315.00	12,296.98	18.02
Precept 30 yr Maintenance		59,740.00	59,740.00	0.00	Services	14,880.00	8,146.83	6,733.17
10 yr Sundry receipt		0.00	0.00	0.00	Equipment/Tools	4,250.00	2,664.48	1,585.52
Cemetery Fees		11,000.00	10,132.30	867.70	Materials	17,230.00	14,989.56	2,240.44
Rents		14,993.00	13,484.20	1,508.80	Buildings	2,100.00	2,175.30	-75.30
Maintenance Services		5,465.00	4,287.83	1,177.17	Vehicles	9,550.00	6,591.41	2,958.59
Solar Panels		850.00	0.00	850.00	Contingencies	3,000.00	761.60	2,238.40
Sundry Receipts		9,500.00	8,995.07	504.93	Others	1,000.00	1,751.97	-751.97
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	2,720.68	1,279.32
					Footpaths Equipment	200.00	0.00	200.00
					Public Street Lighting	9,500.00	9,460.88	39.12
					Public Street Lighting Contract	6,250.00	6,250.00	0.00
					10 Year Maintenance Plan	44,603.00	32,743.43	11,859.57
					Reserves TR Balancing 10 Yr Plan	0.00	0.00	0.00
					30 Yr Maintenance Plan	23,175.00	9,562.00	13,613.00
					Reserves TR Balancing 30 Yr Plan	36,565.00	0.00	36,565.00
		<b>298,243.00</b>	<b>290,961.40</b>	<b>7,281.60</b>		<b>298,243.00</b>	<b>213,069.73</b>	<b>85,173.27</b>

5. **TO RECEIVE ANALYSIS OF THE COMMITTEE'S RECEIPTS AND PAYMENTS TO 28th February 2019**

The comparisons report from 1<sup>st</sup> April 2018 to 28th February 2019 is attached for members' information, giving the position one month from the end of the year. The comparisons to end of March are not yet available.

Following last meeting, the Head Groundsman completed his winter visual survey of trees across Council premises, and at Mowshurst identified some instability in an oak in the tree belt alongside Four Elms Road. Upon inspection, this was recommended for felling, and after consultation with the committee chairman, this work was commissioned at a cost of £275 plus VAT. **Are members content to endorse this expenditure?**

6. **CORRESPONDENCE**

6.1 **Resident re: request for dog waste bin**

The attached request has been received from a resident for a dog waste bin to be installed in the vicinity of the Swan Lane allotments. The access road is private, and the only land the Council owns outside the allotment site is the limited area of grass used for allotment parking. The occupants of close by properties, and also the tenant of the nearest allotment, may not welcome the installation, particularly in summer heat.

Councillors have considered similar requests in the past, and decided not to install a bin at this location. The cost of an additional bin is not only purchase, but also on-going disposal charges. The Town Council currently pays nearly £2,500 a year for emptying of dog waste bins provided at the various locations it owns. **How do members wish to proceed?**

6.2 **Tree Council re: national plan to address ash die-back disease**

The Tree Council has developed a four-point plan to help local authorities address ash die-back, with a "toolkit" developed with support of the Defra. The e-mail circulated has been passed to the head groundsman for his information.

7. **HEAD GROUNDSMAN'S REPORT**

7.1 **Routine and seasonal work**

**JANUARY-MARCH**

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

Weed killing to most sites, including car parks on the Stangrove Estate on behalf of S.D.C

Machinery maintenance

7.2 **Groundstaff activity**

With the majority of the duckweed on the pond at Stangrove Park having now gone, the grounds team spent some time netting out what was left. We then applied the first treatment of the eco-friendly liquid that members agreed to use to address this issue. There will be a further two treatments over the coming 4 weeks. Hopefully this summer we will not experience the same levels of the duck weed as last year, thanks to these treatments.

I am pleased to report that the pitches decompaction which was only half completed due to weather issues before Christmas, was completed very promptly as promised by the contractors in early January.

The pollarding of the lime trees in the Churchyard was completed in early January, and the agreed purchase of the new tripod ladder proved to be a great success. It allows us to maximise productivity which in turn helps to speed up the process whilst complying with all health and safety regulations.

The team has spent some time cutting back brambles and undergrowth from around the perimeter of Stangrove Park to prevent further encroachment. We hope to then mow these areas with the new flail mower once it arrives in April. We also began to clear some of the smaller copses of mature trees towards the top of the park that had been overrun with bramble, and other self-seeded shrubs and trees. We hope to complete this, if time allows in the busy mowing season, over the coming months – if not, then during next autumn.

Our set of trail gangs have been fully serviced, and the blades sharpened. The tractor has also been serviced, and we hope to be out cutting grass later this week on most sites, thanks to a rise in temperature and a prolonged dry spell.

The winter visual tree survey was completed in early January with the majority of findings having now been dealt with by the grounds team in the weeks that followed. Any issue beyond our capabilities was passed on to local contractors and has since been resolved (see above).

The winter headstone check was completed in early January with nothing major to report. A couple of memorials with slight movement notices placed requesting contact with the council. One of these has brought a family response, which supplied current contacts and will arrange to re-set the memorial.

The grounds team spent some time installing a new rope in the flag pole outside the police station. The existing rope had become frayed and it was proving difficult to raise and lower flags. The new rope seems to have been a success and hopefully will make things easier from now on.

A number of shrubs in the Churchyard that had become overgrown have been heavily pruned back. Moving forward this should make them far easier to maintain.

I attended a course in February, as previously agreed by the members, on the maintenance of winter pitches. It was hosted by the IOG at Sutton Valence school and was a great insight in to a number of useful procedures for maintaining the council's sports pitches.

I and another member of the team attended an Amenity Forum updating event at Lingfield Park race course. This was free to attend and was very informative on a number of issues affecting our sector. Along with the Rugby Club chairman I recently met with Keith Kent, Twickenham head groundsman, to inspect the condition of the rugby pitches. He was impressed with the current condition, and advised on a maintenance programme for the future, including fertilisation and over-seeding, and also verti-draining. The Rugby Club is intending to access funding to action this.

The annual check of First Aid boxes was made in February, alongside those for Rickards Hall and Doggetts Barn, and all were fully stocked with in-date contents. The annual check of driving licences is also being made.

### **7.3 Items for the future, including consideration of planned vehicle replacement**

I will be attending a course on the basic management of trees of all ages on the 26<sup>th</sup> April. I will include a review of this in my next report.

The Bipper van was taken in for its annual service, and to have a new battery fitted. Unfortunately as I pulled into the garage forecourt the gear linkage cable snapped, so a new one had to be fitted as it was un-driveable. The total cost of service and repair was £419.17 plus VAT, to be taken from the vehicle budget heading 2018/19. The mechanics were also asked to advise on the reason for a whirring sound whilst turning the wheel, which is apparently due to a crack in the power steering column, and the costing for supplying and fitting a new column would be £600 approximately. Members will be aware that the 10-year-old vehicle is due for replacement in 2019, and had tasked the committee chairman with seeking prices for a suitable replacement, with funding up to £15,000 to come from Depreciation in the Capital reserves. In line with Council's financial regulations, a purchase proposal will be put to April Council for approval.

The two-wheel tractor, the grounds team's largest manual mulching mower, which is used for cutting larger areas of grass inaccessible to ride-on mowers, has unfortunately got an issue with the gears in the head of the mowing deck. It has been taken apart by a local contractor who has said to rectify the problem will cost £280 approximately. The mower is due for renewal in 2020, but I feel it

is well worth repairing as it is an invaluable piece of equipment throughout the year. **Do members agree to this repair?**

As requested at the last meeting I have reviewed the balance of grounds staff tasks and team skills. I feel that the balance of the team throughout the summer months is fairly adequate for the seasonal tasks carried out. However it can be difficult at times through the winter, as the lack of skill-set in the current full time staff often leaves us stretched. We have been fortunate over this winter period to have a fully qualified team member for an additional 2 days, but if this option was not available I feel it would have been a struggle to continue operating at the highest level. This problem could be resolved by guaranteeing a skilled groundsman be employed every winter for the additional 2 days a week at a minimum.

Head Groundsman  
25.3.19

## **8. OPEN SPACES BUSINESS FOR DECISION**

### **8.1 To receive the Burial Report and consider arrangements for ashes interments**

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

January 2019	February 2019	March 2019
One burial	Two burials	Two burials
One Grant of Right	One Grant of right	One Grant of Right

Council has received a letter (attached) from a local funeral director concerning arrangements for interment of ashes, and subsequently from a local family with a specific request. Council decided in the latter half of the 1990s to provide the Ashes Lawn and Wall of Remembrance as the facility for ashes interments for the future in the Cemetery, replacing traditional ashes plots. The Wall was built in 1999, and first interments within the Lawn took place in 2001, at which point all traditional ashes plots had been allocated. Other than the possibility of placing ashes in a grave space, the Lawn is the facility provided for ashes interment. **How do members wish to respond?**

### **8.2 To review the 2018/19 (Year 3) items within the 10 year Maintenance Plan, and consider the works scheduled for 2019/20**

The comparison with 2018/19 (Year 3) budget is attached.

The work to replace the pipes and valves in the sewage pumping chambers at the Sports Pavilion took place in January, and the repointing to Cemetery One gate pillars completed in February.

The annual service of the Jubilee Clock in the High Street was scheduled at the end of January, but just prior one face of the clock stopped working. The engineers took the clock to workshop to investigate, and found replacing two lithium batteries (£50) did not resolve the issue. The master clock section of the main drive unit was faulty, and it was not picking up the signal to set the clock to time. In consultation with the committee chairman, a new part was ordered and fitted, at a cost of £220, plus labour at £260 to repair and re-install the clock (all prices ex VAT). **Are members content to endorse this expenditure?**

Within the 2019/20 10yr Plan works (attached) the periodic tree survey commissioned for this spring is underway, as scheduled. Costings have been sought for the following scheduled items:

**Annual weed control on sports pitches** - three companies have provided costings to treat the pitches at Blossoms Park, the Recreation Ground, and Mowshurst:

Company A	Blossoms	£220	
	Lingfield Rd Rec	£575.50	
	Mowshurst	£220	£1,015.50
	(All three same day £925)		
Company B	Option 1, old style herbicide		£1,082
	Option 2, new herbicide (uses less		£1,495
	- so less impact on environment)		
Company C	Blossoms and Rec same day	£750	
	Nomads same or different day	£340	£1,090

All prices are exclusive of VAT, and within the budget allocated for this activity.

**Which contractor do members wish to appoint?**

**Replacement of chainlink fencing round the perimeter of the new Cemetery Four section** – two companies have visited site and provided costings as follows, to remove the high fencing previously installed when the area was a playground:

Company A	Option 1 - to take down and remove existing fencing, supply and install approx. 143m of 1.8m high green chainlink on galvanised angle posts and fixed on line wires	£8,336
	Option 2 - to take down and remove existing fencing, supply and install approx. 143m of 2.7m high green chainlink on galvanised angle posts and fixed on line wires	£10,451
Company B	Option 1- to take down and remove existing fencing, supply and install approx. 152m of 1.8m high galvanised chainlink on galvanised posts, fixed on line wires	£6,885
	Option 2 - to take down and remove existing fencing, supply and install approx. 152m of 2.7m high galvanised chainlink on galvanised posts, fixed on line wires	£8,240

(Costing subject to second site survey.)

All prices are exclusive of VAT, and are above a budget allowance of £3,294 in the 10-year Plan. It would therefore be necessary to use all the Plan budget contingency, plus further Open Spaces general contingency, to cover the cost. **How do members wish to proceed?**

**Repainting of playground equipment** is scheduled this year (with the exception of Spitals Cross playground due for upgrade) – two companies have provided prices as follows:

Company A	Marsh Green	£460	
	Recreation Ground	£1,130	
	Stangrove Park	£340	£1,516
	Heras fencing to enclose areas while work in progress, additional - £1,785		
	Disclaimer notices required if barriers not used.		
Company B	Marsh Green	£994	
	Recreation Ground	£2,092.50	
	Stangrove Park	£632	£3,718

All prices are exclusive of VAT, and the budget for this work is £2,396.80

**How do members wish to proceed?**

Costings for resurfacing the skate court surround were sought from three companies, but none had been received in time for the meeting, despite expressed interest, and follow-ups. Members will need to consider quotes for this work at next meeting.

Playground repair items arising from the 2018 external annual inspection have been completed, with the exception of replacement of the worn bearing on the roundabout at the Recreation Ground. The contractor found the bearing shaft was worn beyond repair and required replacement, which could be done at the same time as fitting the new bearing. The total cost to supply and fit the shaft and bearing would be £1,857 plus VAT, and upgrading of the playground is not scheduled until 2022/23.

**Do members wish to proceed with repair to the roundabout?**

### **8.3 To consider Year 2019/20 works in the 30 year Open Spaces plan**

Following the decision to revisit the outcome of previous consultation on play equipment for inclusion in refurbishment of Spitals Cross playground, a questionnaire for every household on the estate was hand delivered by members in January.

The response showed that residents supported the project, and the range of possible equipment. In consultation with the committee chairman and vice-chairman, the invitation to tender documents were prepared unamended and placed on the Contract Finder website as required at the end of March, alongside other publicity. To avoid the “purdah” of pre-election period, and allow for Easter and May Bank Holidays, the deadline for return is Thursday 9 May. The required process will then be for a small group of three councillors to assess the submissions, along with the head groundsman. Their recommendation will be on the agenda for Open Spaces committee to consider 4 June. Committee’s decision will in turn go to full Council for ratification.

This time frame should give the chosen company time to prepare to start the project immediately after the summer holidays in early September, and complete in November. Depending on the election outcome, **which members could be available w/c 13 May to assess the tender bids?**

#### Street lighting replacement programme

Council has £16,200 per annum allocated in the 30-year Open Spaces Plan for the rolling programme to replace 70 concrete columns. For the financial year 2018/19 members agreed 10 columns for replacement, nine in Springfield Road plus a stand-alone column in Robyns Way, which completed these roads. A difficulty with the latter column was been reported, with a vehicle parked on the road beside the column, but a note placed requesting its removal brought the desired response.

A recommendation from the street lighting contractor regarding which columns to replace in this new financial year is still awaited.

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 awaited from Council's contractor to establish how many and which columns to replace.

#### **8.4 To arrange April Quarterly Monitoring visit and to 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 25<sup>th</sup> and 26<sup>th</sup> April, and members are asked to confirm which days are to be scheduled for the visits. The Action Plan amended after previous monitoring has been updated and is attached.

Remedial work to potholes in the car park at Mowshurst became urgent during January, and costings sought for remedial infilling. In consultation with the committee chairman, on safety grounds the work was commissioned at £620 plus VAT, to be taken from Depreciation.

Replacement of the damaged Cemetery Depot access gate was finally carried out last month. Previously un-noticed damaged to the "hinge" fixtures of the undamaged half of the gates required on-site correction to achieve a level setting. In consultation with the committee chairman this additional work was approved at a cost of £100 plus VAT. The replacement gate latch for the pedestrian access to the Cemetery has also been fitted.

**Are members content to endorse the above items of expenditure?**

#### **8.5 To consider works to prevent unauthorised access to Open Spaces**

Costing for the proposed welding of extensions to the keep-bolts on new gates at Mowshurst was received after the early January meeting. In consultation with the committee chairman the sum of £162 plus VAT was approved in order to progress the works. **Are members content to endorse the expenditure?**

Some of the committee members met representatives from the fair to review the new access gates to Stangrove Park, as the largest vehicles cannot achieve the angle of turn to enter the park. It was agreed to seek costings to install wider gates to overcome this, with approx 25ft opening and central removable post, for the committee to consider, received as follows:

- a) To take down existing gates, and supply and erect one pair of 12ft bow top gates to match existing fencing, with central removable post and keyed lock £3,694 plus VAT
- or
- b) To take down existing gates, and supply and erect 1 pair of barrier gates, black powder coated to match existing fence colour, with central removable post and padlockable drop-down bolts, giving approx. 25ft opening £3,872.80 plus VAT

The gates will need tie-back posts (included in the price), and owing to the position of the existing lamp post this will need to be set back some distance into the grass, perhaps causing mowing problems, and more fixtures by the Leisure Centre entrance.

Any alterations to the access would need to be weighed against possible compromise of security – the contractor believes both options would need additional padlocks to ensure security, as there is always movement with any pair of gates which will affect the locks. Members may also wish to note the item below regarding the proposed gates at the Recreation Ground, and that income from the annual visit of the fair is £760. **How do members wish to proceed?**

Members previously considered costing for a timber knee-high rail at Blossoms Park to prevent access to the field, and agreed in November this could be considered as a Small Project in this new financial year, costed at c. £1,340 plus VAT. **Do members wish to proceed with this project after the cricket pavilion works have finished?**

Also in November members agreed to consider installation of a key-locked gate at the Recreation Ground at the top of the path, running from the west side car park down to the Pavilion, as a Small Project c. £1,300-£2,000 depending on style of gate chosen. If the gates at Stangrove Park were replaced (as above) those removed could be re-utilised at the Recreation Ground being of the right width, at installation cost. **How do members wish to proceed?**

#### **8.6 To consider expenditure on vandalism**

During January the polycarbonate “glass” in the rear notice board in Stangrove Park was damaged using a heat source to melt it. To deal with the visual blight promptly, the committee chairman approved replacement material at £53 plus VAT, which the groundstaff installed. **Do members endorse this expenditure?** The same month some slats from a bench in Blossoms Park were taken and used alongside wood from the new pavilion site as fuel for a fire, round which it is believed young people gathered. Replacement slats were subsequently fitted from stock held. Both above events were reported to the police as criminal damage.

There has been a spike in vandalism at the Recreation Ground during February and March with three windows broken at the Sports Pavilion. These criminal damage events were reported to the police, also the Community Safety Unit at SDC, and the youth workers, for multi-agency action. The cost for repairs was £490, from vandalism budget heading.

During the weekend before last, six panels of playground fencing in Stangrove Park were broken down, possibly late on the Friday night, criminal damage which again was reported to the police. The panels were not damaged but four posts and some brackets were required for repair.

#### **8.7 To consider use of CCTV at the Recreation Ground and Stangrove Park**

Following members’ decision at November committee meeting, initial information has been sought from the security company which provides alarm systems for the Council’s buildings – seeking indicative costs and advice on issues to consider.

At the Recreation Ground it could be possible to fit five vandal-resistant cameras round the perimeter of the Sports Pavilion for complete coverage, with integral infra-red to provide high definition night vision of 30m. The playground could be covered by a dome camera mounted on a column fixed to the side of the building, with anti-climb guards. This camera could pan 360deg, tilt 180deg and provide 150m infra-red night vision. It can be moved by telemetry control to face anywhere, anytime. The recording device would be an 8-channel unit, with a minimum 30 days storage, and monitoring would rely on there being internet access on site. A budget figure would be £6,500-£7,000 to establish this possible solution. Ongoing maintenance costs need consideration (possibly £255 plus VAT per year), and the question of who is going to monitor the equipment/system?

To consider Stangrove Park, members are advised there is no good way to cover the whole site (the central pond surrounded by trees prevents long sightlines, for example), and access to electrical feed is also an issue, along with where the recording equipment can be located. After discussion with the company representative, it is possible cameras in four “corners” of the main open space could provide reasonable coverage, if the above requirements can be met. He was not able to provide a costing without site visit, and would do so only if members definitely wished to pursue the project.

**How do members wish to proceed?**

#### **8.8 To consider resurfacing Mowshurst car park**

The Mowshurst car park surface is proving not sufficiently resilient for the increasing amount of traffic, as residents visit the recycling facilities, and the lorries attend to remove the filled containers. Members in 2017 considered installing a different kind of surface, as suggested by the consultants who drew up the original 10-year maintenance plan, but decided at that point to resurface continuing with the existing materials. As the usage pattern has changed from mainly football activity at weekends, and (dog-)walkers during the week, members may wish to reconsider the issue. With development in the northern part of the town, it is likely traffic will continue increasing.



Two surfacing companies have been asked to provide recommendations for alternative surfacing with indicative costings, to inform members' discussion, but these are still awaited. Currently there is no provision in the maintenance programme to resurface at Mowshurst in upcoming years, and it would therefore require adjustment to add this project. **How do members wish to proceed?**

**8.9 To consider the Forge Croft allotments management arrangement with Edenbridge Allotment Gardens Association.**

The long-standing arrangement with Edenbridge Allotment Gardens Association (which dates from before 2000) needs to be formalised to meet requirements today, including those for GDPR. The Council's solicitor has advised that the usual arrangement is for a Town Council to lease/licence the whole site to the Association, which then deals with the plot holders, collects the rents, and enforces the tenancy agreements. Rent/licence fee is then paid to the Town Council. The more formalised arrangement would ensure that the entire liability for the site is transferred to the Association, which includes public liability insurance. A formal agreement as advised could be produced at a cost of £600 plus VAT, including usual correspondence to explain the terms and why it is necessary.

The Association members are all plot-holders at the site (currently 80 people), and its four voluntary officers are elected at its annual meeting in April. In practice the existing arrangement is for the Association to carry out the day to day management of the site on behalf of the Council, including letting plots and issuing Tenancy Agreements, collecting rents, returning Agreements and annual rents to the Council, arranging public liability insurance, maintaining any vacant plots until re-let, and maintaining the amenity area at the north end of the site which includes the tea room/garages.

The Council groundstaff at intervals mow the larger green spaces (the wide roadways and the area at the south end of the site) and make use of the bonfire for any arisings from their activities which cannot be composted. The annual income from the site is currently £2,270. **Do members wish to create a formal agreement with EAGA as advised?**

One of the plot-holders at Forge Croft has made a request to install a walk-in poly-tunnel on pvc tube frame, approx. size 5m (16ft) long by 3m (10ft) and 2m (6ft 6ins) high, in order to extend the growing season for some more tender fruits and vegetables. The views of EAGA are awaited. **Do members wish to give permission?**

**9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY**

The Mont St Aignan sun dial is now in its new location in the Great Stone Bridge garden, adjacent to the town sign near 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.

The Chairman of the League of Friends of Edenbridge Hospital has advised that in addition to problems with arranging parking due to cricket league games, the small number in the committee has reduced, so their usual bi-annual Hospital Fete on Saturday 1 June would not go ahead this year. A possible "farewell" event was being considered for when the proposed new medical facility was open in Edenbridge.

The second phase of the project which re-located the WWII portable bomb shelter into Doggetts Courtyard is under way, to include a display notice giving visitors information about this piece of history. The community warden is seeking costs for a small A3 size lectern sign, to match the larger etched metal signs in the High Street, and at the Great Stone Bridge Trust riverside land. Confirmation is awaited from a source of part of the proposed picture content, to accompany text, and a report with costing will be prepared for next committee meeting to consider this Small Project.

**10. PRESS RELEASE**

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

**Sent:** 27 January 2019 21:01

**To:** Trevor Bryant

**Cc:** Community Warden

**Subject:** Re: Contact Request from Edenbridge Town Council Website- Re dog poo bin

Dear Mr Bryant

I am writing to request that dog waste bins are placed by or close to the entrance of Marlpitt Hill allotments on Swan Lane.

Rose Briggs has advised that the issue has been raised in the past and, as the allotments are on private land, SDC rejected the idea.

However, dog walkers have to use Swan Lane to reach the allotments, and I often see dog waste bags on the grass verges approaching the allotments - two photos are attached taken this morning as examples.

It's all well and good there being signage stating that dog walkers need to dispose of waste, however, they need suitable bins to be provided, otherwise the temptation is just to leave it there.

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A bin(s) could be placed along Swan Lane, or in the parking area at the entrance to the allotments - basically anywhere nearby that a decision can be made on by yourselves.

I would be grateful if you would raise this at your next meeting, and inform me of the outcome.

# ALEX JONES

Funeral Directors and  
Monumental Craftsmen

20 MAR 2019



Please reply to:

☐ 1 East Grinstead Road  
Lingfield, Surrey  
RH7 6EP  
01342 832534  
☒ 29-31 High Street  
Edenbridge, Kent  
TN8 5AD  
01732 860047

☐ 92 Station Road East  
Oxted, Surrey  
RH8 0QA  
01883 730383  
☐ 1 Ashdown Court  
Lewes Road, Forest Row  
East Sussex, RH18 5EZ  
01342 822399

Cemetery Manager  
Edenbridge Town Council  
Doggetts Barn  
72A High Street  
Edenbridge  
Kent  
TN8 5AR

19<sup>th</sup> March 2019

Dear Sir,

**Re. Burial of Ashes Plots at Edenbridge Cemetery**

Since becoming the Funeral Arranger at Alex Jones in Edenbridge last June I have had 3 families request that their loved one's ashes be interred at Edenbridge Cemetery and a tablet placed on the plot.

Unfortunately on each occasion I have had to tell them that this is not an option at the Cemetery, the only option available to them being a plaque on the wall and the ashes scattered in the lawn.

This has in all 3 cases has been extremely upsetting for the families involved as they wanted a place where they could go, an exact spot to visit and grieve. The lawn option was something they really didn't warm to.

I would be most pleased if you would consider allocating an area of the Cemetery for ashes interments in the future where memorial tablets could be laid directly on the plot. There certainly seems to be demand amongst local residents for this.

Thank you in advance for your time and consideration in this matter.

Yours faithfully,

Elaine Noble  
Alex Jones Funeral Directors.

Site Name	2018-19 Year 3					Actual	Over	Under
	Tree surveys and works identified		0	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		Annual inspection	68.3		70			
		Safety surface patch repairs	126					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		Replace bollards - paint	485.4	485.4	233.95			251.45
Forge Green			0					
Marsh Green								
Playground		Annual inspection	68.3		70			

	Fence repair	147					
Ditch beside Green	Clear culvert	525					525
Signage	Replace ETC sign - East end	551.6		290			261
			1291.9				
<b>Blossoms Park</b>	Patch repair grasscrete	105	105				105
<b>Peace Garden</b>		0					
<b>War Memorial</b>		0					
<b>Bus Stops (War memorial and High St)</b>		0					
<b>Doggetts Courtyard</b>							
Surface work	Steam clean whole area	367.75		)			
	Re-point concrete slabs	630		)1150	152.05		
Replace hanging baskets and troughs		745.3					
			1743				
<b>Closed churchyard</b>							
Memorials	Allow for laying flat	630					
Brick path from Lychgate	Repointing repair	630					
			1260				
<b>Cemeteries</b>							
Memorials	Allow for laying flat	630					
Gate posts - brick	Repointing repair	105		140	35		
Black guppy bin	Replace	389					
			1124				
<b>Stangrove Park</b>							
<b>Playground</b>	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				
<b>Forge Croft Allotments</b>							
Dip tanks	Replace one, and ball valves	196		122.75			73.25

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		265		13.4
			372.9			
			42476.28			





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					








Roundabout	Patch repair safety surface	259.2				
	Rub down and re-paint	237.6				
Gate	Rub down and re-paint	237.6				
			972			
<b>Forge Croft Allotments</b>						
<b>Swan Lane allotments</b>		0				
<b>Spitals Cross Playground</b>	Annual inspection	75.6				
			75.6			
<b>Mowshurst</b>						
Pitches	Verti-drain and sandslit	1501.2				
			1501.2			
<b>High Street</b>						
Hanging baskets	Bracket replace if necessary	97.2				
	Jubilee clock service	216	313.2			
			38582.8			
<b>Contingency 5%</b>	£1,929.20					

# Sites monitoring Action Plan

Site	Item	Action required	Responsible	Target date	Signed off
Blossoms Park	Skate ramps	Fencing is leaning – monitor	Groundstaff	On-going	
	Rectangle bin by front seat	Refurbish	D Clerk/Groundstaff	March 2019	
	Entrance Notice Board	Repaint ETC heading	Groundstaff/contractor	August 2018	
	Wooden bollards (by drive and parking) some removed	Replace after Pavilion project finished	D Clerk/contractor	Spring 2019	
	/damaged; also drive surface and edge damaged	Reinstate after Pavilion finished	D Clerk/contractor	Spring 2019	
Recreation Ground	Green pointers to litter bin	Re-mark	Groundstaff	December 2018	
	Old wheel-out junior goals	Dispose	Groundstaff	March 2019	
	Trees from neighbour land fallen across Kent Brook	Contact land agent	Deputy Clerk	February 2019	
	Unauthorised parking	Contact vehicle owner	Deputy Clerk	January 2019	
	Leaves along western drive edges	Clear up	Groundstaff	February 2019	
Marsh Green	SDC litter bins Willow slip sleeves	Refurbish/replace two Remove	Deputy Clerk/SDC Groundstaff	January 2019 March 2019	
Peace Garden, Hever Rd	Replace Dove plaque?	Seek costing for alternative	Deputy Clerk	April 2019	
Doggetts Courtyard					

Market Yard								
Cemetery	Memorial stability Pedestrian gate Cem 2/3 Damaged Depot gate	Contact owners and stone masons Repair catch Repair	D Clerk Contractor/bespoke part D Clerk/contractor	Ongoing March 2019 February 2019	<i>KCS</i> <i>KCS</i> <i>KCS</i>			
Churchyard	Laurels at western border	Cut back	Groundstaff	Autumn 2018	<i>Cen</i>			
Forge Green								
Swan Lane Allotments	Plots Hedges north side	Some need attention Need attention	D Clerk- tenants 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	Location for memorial seat? Thin Close access gap Cut well back	D Clerk Groundstaff Groundstaff Groundstaff	On-going On-going seasonal task September 2018 October 2018- ongoing	<i>Cen</i> <i>Cen</i>			

	the park, encroaching on the grassed area.	Remove litter, remove duck weed, and treat	Groundstaff	November 2018 ongoing	
Spitals Cross playground	Pond				
	"Bitty" grass areas	Make more continuous grass areas in re-design	Deputy Clerk	2019 project	
Mowshurst	Fencing and play equipment	Plan to replace as single Project in 2019.	Deputy Clerk	2019	
	Millennium wood	Remove see-saw item	Contractor	December 2018	
High Street	Car park	Autumn maintenance due, prune/thin	Groundstaff	Autumn 2018	
		Potholes reappearing Infill	Groundstaff Contractor	November 2018	