

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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3rd February 2021

OPEN SPACES AND ENVIRONMENT COMMITTEE

TO: MEMBERS OF THE OPEN SPACES AND ENVIRONMENT COMMITTEE: Cllrs Ms Hill (Chair), Cllr Lewis (Vice-Chair), Bullion, Elliott, Mrs Kinghorn, Kinghorn, Lane, Munn, and Wharton.

Copies to: All other elected Members for information.

You are summoned to attend a Virtual **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting on **Tuesday 9th February 2021** at 7.00 p.m. Joining details including passwords for internet or telephone access will be emailed separately to All Councillors.

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted "online".

Any members of the public who also wish to attend on this basis and speak in the Public Open Session please contact the Clerk 24 hours prior to the meeting.

<https://us02web.zoom.us/j/85646536227?pwd=NzJHT3NZQThCR29tdG9BWkZUWFFhdz09>

Meeting ID: 856 4653 6227

Passcode: 020220

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AGENDA

1. **APOLOGIES AND REASONS FOR ABSENCE**

2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**

Members, who have a Disclosable Pecuniary or Other Significant Interest within the meaning of the Kent Code of Conduct 2012 in any matter appearing on the agenda, are invited to declare that interest at this stage and sign the register accordingly.

3. **PUBLIC OPEN SESSION**

Standing Order 3(d). Members of the public may speak under this item as long as 24 hours' notice of their wish to do so has been given the Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

4. **MINUTES OF THE MEETINGS**

The minutes of the meeting held on Tuesday 12th January 2021 were approved by Full Council at its meeting on 28th January 2021.

5. **ACCOUNTS**

- a) **Financial Statements** – Members to note the income and expenditure reports from 1st December 2020 to 31st December 2020.

6. **ALLOTMENT TERMS AND CONDITIONS**

Bonfires/BBQs/Wood Ovens

Members to see the previously supplied report from the Office Administrator containing an update on Southborough Town Council's insurance cover from the insurance underwriter regarding bonfires/fires. BBQs/Wood Ovens need clarification also but fall under the same fire/insurance cover considerations. Members to reach a decision and advise accordingly on any further amendments to the Allotment Terms and Conditions with respect to Bonfires, BBQs, and Wood Ovens.

Members to review the Southborough Town Council Bonfires, Waste Disposal & Composting Leaflet produced following discussion at the Open Spaces Committee on 12th January 2021. Relevance and amendment of this document will be tied to Members' decision regarding bonfires given the latest report above.

Water Charges

Members to clarify the position on water charges and to consider a set fee in relation to water misuse.

Members to instruct the Office Administrator regarding the amended Allotment Terms and Conditions attached, and on any additional amendments required, given the above update, discussion, and decision from Members at this meeting.

7. **REQUEST FOR STREET TRADING PERMISSION ON SOUTHBOROUGH COMMON**

Members to discuss the issue of street trading applications on Southborough Common and reach a decision. Please see the previously supplied report from the Town Clerk.

8. CAR-PARK RE-SURFACE ON SOUTHBOROUGH COMMON/SPEEDING

Members to discuss and reach a decision on the previously supplied request from local residents regarding re-surfacing of the Common car park by opposite St Peter's Church, located on Southborough Common Land. Members to also discuss the concerns raised about speeding in the car park.

9. PROPOSED FUTURE PROJECTS

Members to discuss proposed possible future projects that would be of benefit for the local community, involving Southborough Town Council's green spaces. Members to discuss whether this item needs to be on every agenda, or on a less frequent basis.

10. CONFIDENTIAL MATTERS

It is proposed that during the consideration of the following items the public and press shall be temporarily excluded (Standing Order 3 (c)): -

"Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion."

These items are considered confidential for the following reason(s)

Information relating to the financial and personnel affairs of the Council.

- a) **Charges – Possible increases for 2021/2022** - Members to discuss and decide if charges are to be increased for the following services. Any increases agreed will take effect from 1st April 2021.

Cemetery Charges – Members to discuss a possible increase to the charges made within Southborough Cemetery. Please see the attached current charges and the charges assuming an increase of 3%. There is no VAT applicable here.

The Office Administrator highlights the comparison between the fee structure of other local councils acting as Burial Authorities and our own. Southborough prices are the proposed increase in charges compared with these other local councils acting as Burial Authorities.

Holden Pond – The current cost of an annual permit is £24.40, and a day permit £8.76. If an increase were to be made of 3%, charges would be £25.13 and £9.02, respectively.

Football Maintenance Charge – The current annual costs from each of the Clubs towards the maintenance of the fields are as follows, before applicable VAT is added:

Southborough Football Club £684.98
Armada £684.98
Tunbridge Wells Youth Football Club £3202.75.

An increase of 3% would increase the sums to:

Southborough Football Club £686.72
Armada £686.72
Tunbridge Wells Youth Football Club £3210.89.

Please see the attached calculations for the coming year, including VAT.

Allotments – As Members are aware, the Council must advise all Tenants of any increase one year in advance of the increase. If Members wish to increase the rents from 1st April 2022 that decision needs to be made now.

The current cost is £6.02 per rod, the approved increase of 3% will take this to £6.21 per rod from April 2021. A 3% increase from 1st April 2022 would take the cost to £6.39 per rod.

Common and Council Land Exercise Groups – The current charge is £27.78 plus VAT and the proposed charge from 1st April 2021 with a 3% increase applied is £28.61 plus VAT.



Carolyn Ripley
Office Administrator
3rd February 2021