

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176

Fax: (01892) 541402



c/o Tunbridge Wells Town  
Hall  
Mount Pleasant Road  
Royal Tunbridge Wells  
Kent  
TN1 1RS

**4<sup>th</sup> March 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 March 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/85890261102?pwd=bGtrWDNYZGcwRIA1bkFxWnlVMTJlUT09>

**Meeting ID: 858 9026 1102**

**Passcode: 733018**

**One tap mobile**

**+442034815240,,85890261102#,,,,\*733018# United Kingdom**

**+442039017895,,85890261102#,,,,\*733018# United Kingdom**

**Dial by your location**

**+44 203 481 5240 United Kingdom**

**+44 203 901 7895 United Kingdom**

**+44 131 460 1196 United Kingdom**

**+44 203 051 2874 United Kingdom**

**+44 203 481 5237 United Kingdom**

**Meeting ID: 858 9026 1102**

**Passcode: 733018**

## 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 9<sup>th</sup> February 2021 were approved by Full Council at its meeting on 25<sup>th</sup> February 2021.

### 5. ACCOUNTS

- a) **Financial Statements** – Members to note the income and expenditure reports from 1<sup>st</sup> January 2021 to 31<sup>st</sup> January 2021.

### 6. ALLOTMENT TERMS AND CONDITIONS

#### **Bonfires & Public Liability Cover Update**

Members to see the previously supplied report from the Office Administrator for discussion and final decision. The Allotments Terms and Conditions will need to be amended based on the decision and need to go out with allotment renewal paperwork on 1<sup>st</sup> April 2021.

#### **Bonfires, Waste Disposal & Composting Leaflet**

Members to discuss and approve the previously supplied document accordingly. Decision on this document will be linked to the above decision on bonfires.

#### **Allotment Terms and Conditions**

Members to read the previously supplied amended Terms and Conditions document. The document has been amended to include recommendations from KALC on defining the rental agreement more clearly, adding prohibition of water pumps to the water section, and adding a general clause to cover breaches of health and safety and conduct, which cannot all be listed individually in this document. Members to discuss and reach a final decision on this document.

### 7. DAVID SALOMONS HORSE TROUGH REPLACEMENT

Members to see the previously supplied email correspondence from a local resident for discussion and decision.

## **8. MEMORIAL TREES REQUEST ON SOUTHBOROUGH COMMON**

Members to see the previously supplied email request from a resident and the report from the Town Clerk, including a draft Memorial Trees Policy. Members to see the previously supplied email advice from the Kent High Weald Partnership. Members to discuss and reach decision on a Memorial Tree Policy.

## **9. 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) Allotments – Tenancy Issues**

Members to see the previously supplied confidential report for discussion and decision.



**Carolyn Ripley**  
**Office Administrator**  
**4<sup>th</sup> March 2021**