

# SOUTHBOROUGH TOWN COUNCIL



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Council Offices  
137 London Road  
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Kent TN4 0NA

## OPEN SPACES & ENVIRONMENT COMMITTEE

1<sup>st</sup> December 2022

Dear Councillor,

A meeting of the Open Spaces & Environment Committee will be held in the Southborough Civic Centre, 137 London Road, Southborough, Tunbridge Wells, KENT TN4 0NA on **Tuesday 6<sup>th</sup> December 2022 at 7.00 p.m.** at which your attendance is required.

All meetings and agendas are open to the public, except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

**Seating for the public will be allocated on a first come, first served basis, and cannot be guaranteed. If you want to attend the meeting in person, please advise the Deputy Town Clerk at [deputyclerk@southboroughcouncil.co.uk](mailto:deputyclerk@southboroughcouncil.co.uk) or call 01892 529176.**

Members of the public may speak under the Public Open Session, as long as 24 hours' notice of their wish to do so has been given to the Deputy Town Clerk, and that subject is relevant to this Committee. No speech may be longer than five minutes, except by resolution of the Committee or Council.

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### AGENDA

**TO: MEMBERS OF THE OPEN SPACES & ENVIRONMENT COMMITTEE:** Cllrs Hill (Chair), Lewis (Deputy Chair), Elliott, Mrs Kinghorn, Kinghorn, Lane, Prance, & Wharton.

#### **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 set out in the Kent Code of Conduct 2021 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 to the Deputy 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

The minutes of the meeting held on 5<sup>th</sup> September 2022 were **APPROVED** at Full Council on 29<sup>th</sup> September 2022.

#### 5. INCOME AND EXPENDITURE

Council Members to review the previously supplied income and expenditure reports relating to Open Spaces for the period 1<sup>st</sup> – 30<sup>th</sup> September, 1<sup>st</sup> – 31<sup>st</sup> October 2022 and 1<sup>st</sup> – 30<sup>th</sup> November 2022.

#### 6. 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 form 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 reasons (s).

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

##### a) **SOUTHBOROUGH CEMETERY & ST PETER’S CHURCHYARD – Memorial Inspections**

Council Members to see the previously supplied report by the Deputy Town Clerk, including quotes and inspection methodologies from four memorial safety and inspection companies. Council Members to discuss and reach a decision accordingly on an appointed contractor.

##### b) **FRANK WEARE RECREATION GROUND – Play Equipment Review**

Council Members to review and discuss the previously supplied report from the Deputy Town Clerk, including quotes for new play equipment. Council Members to discuss and reach a decision accordingly.

##### c) **CHARGES – Possible Increases 2023/2024**

**Council Members to discuss and decide if charges are to be increased for the following services. Any increases agreed will take effect from 1<sup>st</sup> April 2023, except in the case of allotments. I have summarised below but have attached current charges and 5% increase for your comparison.**

**Cemetery Charges** – Council 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 5%, with the exception of the transfer fee. There is no VAT applicable here.

**Please see the fee comparison spreadsheet prepared by the Office Administrator that highlights the comparison between the fee structure of other local councils acting as Burial Authorities and our own current charges.**

**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 £724.42
- Armada £724.42
- Tunbridge Wells Youth Football Club £3387.16

**An increase of 5% would increase the sums to:**

- Southborough Football Club £760.64
- Armada £760.64
- Tunbridge Wells Youth Football Club £3556.52

**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 1<sup>st</sup> April 2024 that decision needs to be made now. No VAT is applicable.

The current cost is £6.39 per rod, the approved increase of 3% will take this to £6.65 per rod from April 2023. A 5% increase from 1<sup>st</sup> April 2024 would take the cost to £6.98 per rod.

**Common and Council Land Exercise Groups** – The current charge is £30.00 plus VAT and the proposed charge from 1<sup>st</sup> April 2023 with a 5% increase applied is £31.50 plus VAT.



**Miss Carolyn Ripley  
Deputy Town Clerk  
1<sup>st</sup> December 2022**