

SOUTHBOROUGH TOWN COUNCIL

Tel: (01892) 529176



Southborough Civic Centre
Council Offices
137 London Road
Southborough
Kent TN4 0NA

OPEN SPACES & ENVIRONMENT COMMITTEE

28th September 2023

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 3rd October 2023 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 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.

AGENDA

TO: MEMBERS OF THE OPEN SPACES & ENVIRONMENT COMMITTEE: Cllrs Lewis (Chair), Kinghorn (Deputy Chair), Figgett, Elliott, Hill, Mrs Kinghorn, Opara, Stewart and 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 on 5th September 2023 need to be approved at the time of writing this agenda but are due for review at Full Council on 28th September 2023.

5. INCOME AND EXPENDITURE

Council Members to review the previously supplied income and expenditure reports relating to Open Spaces for the period 1st – 31st August 2023 (Reports are always a month in arrears).

6. TWYFC – CONTAINER RELOCATION REQUEST

Council Members to discuss a container relocation request for the third TWYFC container, which needs to be removed from its current footprint on Southborough F.C. leased land. Council Members to reach a decision accordingly.

7. 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) BASKETBALL COURT/OUTSIDE GYM AREA – PENNINGTON RECREATION GROUND

Council Members to review the previously supplied report by the Deputy Town Clerk, including quotes. Council Members to discuss and reach a decision accordingly.

b) ALLOTMENTS – WATER USAGE

Council Members to see the previously supplied report detailing costs for water usage at the allotment sites. Council Members to discuss a potential separate charge or incorporating a higher price increase for allotments at the 2024-2025 price review due for discussion at the November 2023 Open Spaces Committee. Council Members to reach a decision accordingly.

c) OPEN SPACES – BUDGETARY REVIEW 2024 - 2025

Council Members to discuss the previously supplied report by the Town Clerk and Open Spaces income and expenditure for 2023 – 2024. Council Members to reach a decision accordingly.

**Ms Carolyn Ripley
Deputy Town Clerk
28th September 2023**

OPEN SPACES & ENVIRONMENT COMMITTEE

Minutes of the **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on **Tuesday 5th September 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

MEMBERS PRESENT: Cllrs Lewis (Chair), Kinghorn (Deputy Chair), Figgett, Elliott, Hill and Stewart.

ALSO PRESENT: Cllr Bridges

OFFICERS PRESENT: Carolyn Ripley (Deputy Town Clerk)

1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Mrs Kinghorn – Ill Health
Cllr Opara – Another Commitment
Cllr Wharton – Ill Health

2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

The following interests were declared in reference to item 8:

Cllr Lewis: Allotment Tenant
Cllr Hill: Allotment Tenant
Cllr Stewart: Allotment Tenant

3. PUBLIC OPEN SESSION

Three members of the public were present in reference to items 8 and 9a. No members of the press were present.

4. MINUTES

Council Members **NOTED** that the minutes of the meeting on 4th July 2023 were approved at Full Council on 29th July 2023.

5. INCOME AND EXPENDITURE

Council Members **APPROVED** the previously supplied income and expenditure reports relating to Open Spaces for the period 1st – 30th June 2023 and 1st – 31st July 2023 (Reports are always a month in arrears).

6. PENNINGTON RECREATION GROUND – SITE SECURITY

Council Members **AGREED** that improved security measures were needed at Pennington in light of increasing anti-social behaviour and vandalism. Council Members **AGREED** that the Deputy Town Clerk should investigate and gather quotes for increased surveillance options.

7. FRANK WEARE RECREATION GROUND – SECURITY/ANTI-SOCIAL BEHAVIOUR

Council Members **NOTED** the email from a resident as forwarded by Greg Clark and **AGREED** to monitor the situation at Frank Weare.

8. ALLOTMENT TERMS AND CONDITIONS – BONFIRES REVIEW

Council Members **AGREED** to ban bonfires in the hotter months of June, July and August.

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 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) OLD FOOTBALL PAVILION, PLAYING FIELDS – SOUTHBOROUGH F.C.

Council Members **AGREED** that the Deputy Town Clerk should advise Southborough F.C. to apply for Section 137 Grant Funding assistance from the Town Council.

b) SOUTHBOROUGH CIVIC CENTRE/TOWN SQUARE – PLANTING AREAS

Council Members **NOTED** that the Town Clerk will be arranging for turfing of a small portion of the large planting area at the edge of the playing fields entrance, which is being used as a cut-through to London Road. Council Members **AGREED** to convene a meeting of the Southborough in Bloom Working Group to put together a detailed and clear programme of proposed works, primarily for the large planting area at the edge of the playing fields in the first instance, but for wider planting areas around the Town Square, as desired. Council Members **NOTED** that the detailed programme of works must then come back to committee for agreement before a formal discussion with the contractor responsible for the Facilities Management Contract can take place.

c) SOUTHBOROUGH COMMON/MODEST CORNER – FOR INFORMATION

Council Members **NOTED** the previously supplied emails from a resident at Modest Corner regarding activities on Town Council-owned land.

There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.25 p.m.

CHAIR

**Miss Carolyn Ripley
Deputy Town Clerk
6th September 2023**

Received Income Transactions

Start of year

01/04/23

received between 01/08/23 and 31/08/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
FPI010823BM	01/08/23	326	STCCB295	£82.22	£0.00	£82.22	201/3	Burslem Memorials	Memorial
FPI OS AUG	07/08/23	339		£683.00	£0.00	£683.00	200/1		Rent
FPI09082396	09/08/23	330	STCA298	£31.03	£0.00	£31.03	203		Plot 96 Yew Tree
LTA Grant 23	18/08/23	340	GRANT	£35,187.21	£0.00	£35,187.21	208	Lawn Tennis Assoc	Grant funding
FPI22082312C	22/08/23	329	STCA297	£11.09	£0.00	£11.09	203		Plot 12 C Ridgeway
FPI290823NH	29/08/23	325	SCCCB294	£97.29	£0.00	£97.29	201/3	Nigel Hartfield Stonecarvers	Memorial
rent AUG	29/08/23	351		£598.00	£0.00	£598.00	201/1		Rent
FPI300823ER	30/08/23	355	STCCB313	£1,072.78	£0.00	£1,072.78	201/2	E R Hickmott & Sons	Interment
FPI310823ER	31/08/23	354	STCCB314	£363.74	£0.00	£363.74	201/2	J Kempster & Sons	Interment
Fpi31310823E	31/08/23	356	STCCB312	£1,372.65	£0.00	£1,372.65	201/2	J Kempster & Sons	Interment
Total				£39,499.01	£0.00	£39,499.01			

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/08/23 and 31/08/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
D&G JAUG 23	01/08/23	356		£15.41	£2.57	£12.84	D&G Appliance Plan	White goods Pennington 253/1
TRD Jun 23	01/08/23	357		£20.99	£3.50	£17.49	Trade UK	Tools 249/4
BG1 Jul 23	01/08/23	358		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
BG5 AUG 23	07/08/23	391		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF6 AUG 23	11/08/23	393		£16.00	£0.76	£15.24	Edf Energy	Elec st peter's Church - 420 258/3
EDF8Aug 23	11/08/23	404		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
TWBC6 AUG	15/08/23	406		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4
LBBC AUG 23	17/08/23	364		£303.87	£50.65	£253.22	Pet wipes Uk Ltd	Poo Bags 255/1
LBBC AUG 23	17/08/23	414		£18.20	£0.00	£18.20	Accu Huddersfield	Washers 249/4
365481032108	21/08/23	379		£85.00	£0.00	£85.00	DC Pest Control	Wasp Nest 257/2
3151	24/08/23	362		£696.00	£116.00	£580.00	Treework	Emergency works 249/1
3195	24/08/23	363		£744.00	£124.00	£620.00	Treework	Emergency works 249/1
165358	24/08/23	382		£161.95	£26.99	£134.96	Kidman's Ltd	Tools 249/4
698	24/08/23	383		£198.00	£33.00	£165.00	The Sticky Monkey	Signs 253/1
435	24/08/23	386		£3,709.08	£618.18	£3,090.90	SKF Contractors Ltd	Commons pathway 254/1
438744	24/08/23	389		£1,512.00	£252.00	£1,260.00	Pallet Handling Penshurst	Pennington Tennis courts 255/1
SEFe3 AUG	29/08/23	399		£58.64	£2.79	£55.85	SEFE	Cemetery 257/7
SEFe2 AUG	29/08/23	400		£14.71	£0.70	£14.01	SEFE	Cemetery 257/7
V1 JUL 23	29/08/23	409		£2,724.12	£454.02	£2,270.10	Veolia Uk Ltd	Waste removal 249/6
CW1 Aug 23	30/08/23	435		£1,452.70	£0.00	£1,452.70	Castle Water SE	Water Allotments 250/2
23081617	31/08/23	396		£420.00	£70.00	£350.00	East Kent Recycling Ltd	Skip Hire 249/6
102023	31/08/23	408		£1,020.00	£0.00	£1,020.00	Wise Stonecraft	Grave Digging 257/11
25979	31/08/23	427		£336.00	£56.00	£280.00	Weed Management	Knot Weed Treatment 249/2
3200	31/08/23	429		£456.00	£76.00	£380.00	Treework	Emergency works 249/1
CW3 Aug 23	31/08/23	437		£166.13	£0.00	£166.13	Castle Water SE	Water Cemetery Under investigation due to leek 257/8

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/08/23 and 31/08/23, for the Open Spaces & Environment Committee

Payment								
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
Total				£14,645.14	£1,904.94	£12,740.20		

