

SOUTHBOROUGH TOWN COUNCIL



Tel: (01892) 529176

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

OPEN SPACES & ENVIRONMENT COMMITTEE

31st August 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 5th September 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 4th July 2023 were approved at Full Council on 29th July 2023.

5. INCOME AND EXPENDITURE

Council Members to review 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 to discuss introduction of further security measures following the recent anti-social behaviour and vandalism at the new tennis courts and within the wider park.

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

Council Members to see the previously supplied email from Greg Clark MP's office forwarding a resident complaint about security and anti-social behaviour at the park. Council Members to discuss and reach a decision accordingly.

8. ALLOTMENT TERMS AND CONDITIONS – BONFIRES REVIEW

Council Members to see the previously supplied emails from an allotment tenant, as well as residents, regarding bonfires on the Yew Tree Road Allotments and disturbance to neighbouring properties, and previous Open Spaces Agendas, Minutes and Reports from February and March 2021 relating to the previous bonfires review, as well as the Allotment Terms and Conditions and Bonfires Guidance Leaflet. Council Members to discuss and reach a decision accordingly.

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 reasons (s).

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

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

Council Members to review the previously supplied report by the Deputy Town Clerk, statement from Glyn Turley/Southborough F.C. and quotes from fencing contractors. Council Members to discuss and reach a decision accordingly.

b) SOUTHBOROUGH CIVIC CENTRE/TOWN SQUARE – PLANTING AREAS

Council Members to discuss planting in and around the Town Square/Civic Centre development, with specific reference to the large bed at the corner of the entrance to the playing fields, as requested by Cllr Kinghorn. Council Members to see the previously supplied report by the Deputy Town Clerk, emails from FM Contract Management Consultant, Matt Hayden, and site photos.

c) SOUTHBOROUGH COMMON/MODEST CORNER – FOR INFORMATION

Council Members to note the previously supplied emails from a resident at Modest Corner regarding activities on Town Council-owned land. The Deputy Town Clerk will give a verbal update.

**Ms Carolyn Ripley
Deputy Town Clerk
31st August 2023**

Received Income Transactions

Start of year 01/04/23

received between 01/06/23 and 30/06/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI OS JUN 23	01/06/23	227		£683.00	£0.00	£683.00	200/1	Rent
FPI020623w1	02/06/23	175	STCW222	£10.00	£0.00	£10.00	204/1	Wayleave Paid 10 Years
CC 050623sj	05/06/23	176	STCW223	£30.00	£0.00	£30.00	204/1	Wayleave
CHQ005753	05/06/23	211	STCA089	£33.25	£0.00	£33.25	203	Plot 21 Ridgeway
FPI10052332c	05/06/23	215	STCA120	£33.25	£0.00	£33.25	203	Plot 32C Ridgeway
FPI06062310a	06/06/23	190	STCA097	£16.63	£0.00	£16.63	203	Plot 10a Ridgeway - giving up sep 23
CC070623TR1	07/06/23	83	STCCB164	£65.00	£0.00	£65.00	201/4	Transfer of rights
FPI070623WL	07/06/23	174	STCW221	£1.00	£0.00	£1.00	204/1	Wayleave
FPI07062384	07/06/23	218	STCA027	£66.50	£0.00	£66.50	203	Plot 84 Yew Tree
FPI070623OP	07/06/23	240	STCA027	£12.00	£0.00	£12.00	203	Plot 84 Yew Tree
FPI090623w1	09/06/23	179	STCW204	£1.42	£0.00	£1.42	204/1	Wayleave
CHQ101311	09/06/23	225	STCA067	£66.50	£0.00	£66.50	203	Plot 89 Yew Tree
cc130623w1	13/06/23	188	STCW213	£5.30	£0.00	£5.30	204/1	Wayleave - Paid 10 Years
FPI150623WL	15/06/23	182	STCW207	£5.00	£0.00	£5.00	204/1	Wayleave Paid 5 Years
FPI16062312D	16/06/23	213	STCA101	£16.63	£0.00	£16.63	203	Plot 12D Ridgeway
FPI16062322	16/06/23	250	STCA109	£24.93	£0.00	£24.93	203	Plot 22 Ridgeway
FPI200623WL!	20/06/23	170	STCW217	£5.00	£0.00	£5.00	204/1	Wayleave
FPI20062326	20/06/23	212	STCA092	£46.45	£0.00	£46.45	203	Plot 26 Ridgeway
FPI2006234	20/06/23	229	STCA076	£66.50	£0.00	£66.50	203	Plot 4 Ridgeway
FPI210623PS	21/06/23	199	STCCB229	£97.29	£0.00	£97.29	201/3	Phillips Stonemason. Memorial
FPI21062369	21/06/23	217	STCA022	£66.50	£0.00	£66.50	203	Plot 69 Yew Tree
FPI260623WL	26/06/23	187	STCW212	£1.05	£0.00	£1.05	204/1	Wayleave
rent Jun 23SR	26/06/23	261		£598.00	£0.00	£598.00	201/1	Rent
FPI280623AF	28/06/23	201	STCCB202	£727.48	£0.00	£727.48	201/2	Abbey Funeral Services Interment
FPI290623MM	29/06/23	186	STCW211	£3.70	£0.00	£3.70	204/1	Wayleave - Paid 10 Years
FP{I29062370	29/06/23	223	STCA055	£66.50	£0.00	£66.50	203	Plot 70 Yew Tree

Received Income Transactions

Start of year 01/04/23

received between 01/06/23 and 30/06/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI290623CC	29/06/23	257	STCA095	£29.97	£0.00	£29.97	203	Plot 34 Ridgewaye
FPI29062325	29/06/23	270	STCA091	£24.93	£0.00	£24.93	203	Ridgewaye plot 25
FPI300623WL	30/06/23	183	STCW208	£0.53	£0.00	£0.53	204/1	Wayleave
Total				£2,804.31	£0.00	£2,804.31		

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BG1 Jun 23	01/06/23	150		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
D&G JUN 23	01/06/23	187		£15.41	£2.57	£12.84	D&G Appliance Plan	White goods Pennington 253/1
TRD Jun 23	01/06/23	190		£126.85	£21.14	£105.71	Trade UK	Tools 249/4
BG5 May 23	07/06/23	195		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF2 MAY 23	09/06/23	220		-£161.00	-£7.67	-£153.33	Edf Energy	Contra 143, Elec Pavilion 161 created in error 253/4
EDF1 June 23	14/06/23	277		£16.00	£0.76	£15.24	Edf Energy	St Peters Church 258/3
EDF2 June 23	14/06/23	278		£112.00	£5.33	£106.67	Edf Energy	St Peters Church 253/4
Lbbc Jun 23	15/06/23	203		£62.99	£10.50	£52.49	STC Amazon Account	Bluetooth Ear defenders 249/4
Lbbc jun 23	15/06/23	212		£48.00	£8.00	£40.00	East Kent Recycling Ltd	Skip Hire 249/6
Lbbc Jun 23	15/06/23	218		£47.52	£7.92	£39.60	Corkers	Topsoil 249/2
TWBC6 JUN 23	15/06/23	240		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetry 257/4
CW7 Jun 23	16/06/23	274		£75.38	£0.00	£75.38	Castle Water SE	Water Pennington 253/5
BS2 Jun 23	20/06/23	253		£2,762.91	£0.00	£2,762.91	Business Stream - Southern Water	Water Leek payment applied for 257/8
010456	22/06/23	121		£2,624.00	£0.00	£2,624.00	Quality Sussex Plants	Summer Bedding 249/2
010448	22/06/23	122		£94.92	£15.82	£79.10	Clir D Hill	Summer Bedding Items 249/2
010463	22/06/23	136		£800.00	£0.00	£800.00	Wise Stonecraft	Grave Digging 257/11
010455	22/06/23	230		£112.50	£0.00	£112.50	Mr M Hayden	Pennington contract review 253/1
010452	22/06/23	231		£587.46	£97.91	£489.55	Kent County Council KCS	Bin Bags 255/1
010457	22/06/23	232		£12.00	£0.00	£12.00	S A H A Treasurer	Payment forwarded from Ms Cameron 250/3
010449	22/06/23	235		£506.40	£84.40	£422.00	Glasdon Uk Ltd	Poo Bags 255/1
010453	22/06/23	250		£352.78	£58.80	£293.98	Kidman's Ltd	Mower Repairs 249/4
010453	22/06/23	251		£274.52	£45.75	£228.77	Kidman's Ltd	Mower Repairs 249/4
010460	22/06/23	256		£816.00	£136.00	£680.00	Treework	Tree Cutting 249/1
010460	22/06/23	257		£552.00	£92.00	£460.00	Treework	tree works field water issues 249/1
CW3 Jun 23	23/06/23	262		£3,415.80	£0.00	£3,415.80	Castle Water SE	Water Cemetery Under investigation due to leek 257/8
SEFe 1Jun 23	26/06/23	263		£109.50	£5.21	£104.29	SEFE	Cemetery 257/7

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/06/23 and 30/06/23, for the Open Spaces & Environment Committee

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
SEFe2 Jun 23	26/06/23	264		£17.47	£0.83	£16.64	SEFE	Cemetery	257/7
Contra 2023	27/06/23	267		-£48.00	-£8.00	-£40.00	East Kent Recycling Ltd	paid by Credit card	249/6
V1 Jun 23	28/06/23	222		£2,708.48	£451.41	£2,257.07	Veolia Uk Ltd	Waste Removal	249/6
Total				£16,431.23	£1,040.41	£15,390.82			

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 31/07/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
CC270623WL3	03/07/23	185	STCW210	£5.00	£0.00	£5.00	204/1	Wayleave Paid 5 Years
FPI030723ES	03/07/23	263	STCCB249	£990.00	£165.00	£825.00	208	Legal fees Charge
FPI0307236	03/07/23	286	STCA77	£66.50	£0.00	£66.50	203	Plot 6 Ridgeway
FPI04072333	04/07/23	259	STCA094	£24.93	£0.00	£24.93	203	Plot 33 Ridgeway
FPI OS Jul 23	06/07/23	294		£683.00	£0.00	£683.00	200/1	Rent
FPI06072321	06/07/23	297	STCA008	£49.88	£0.00	£49.88	203	Plot 21 Yew Tree
Fpi0707235a	07/07/23	265	STCA247	£35.01	£0.00	£35.01	203	Plot 5a Yew Tree
FPI060723SO	07/07/23	272	STCCB254	£3,250.00	£541.66	£2,708.34	200/2	Lease charge
CHQ166607	07/07/23	284		£0.50	£0.00	£0.50	204/1	Uk Power Networks Wayleave
CHQ 211776	07/07/23	296	STCCB267	£97.29	£0.00	£97.29	201/3	Abbey Funeral Services Memorials
FPI100723WL 1	10/07/23	177	STCW224	£5.00	£0.00	£5.00	204/1	Wayleave Paid 10 Years
FPI110723a1	11/07/23	102	STCCB175	£228.79	£38.03	£190.76	205/1	Armada Football Club Land Lease
FPI110723A2	11/07/23	274	STCCB256	£228.19	£38.03	£190.16	205/1	Armada Football Club Land Lease
CC07072330	12/07/23	293	STCA116	£49.88	£0.00	£49.88	203	Plot 30 Ridgeway
FPI140723OM	14/07/23	271	STCCB257	£113.40	£18.90	£94.50	205/2	Land Hire
FPI14072327	14/07/23	301	STCA113	£49.88	£0.00	£49.88	203	Plot 27 Ridgeway
FPI 170723W	17/07/23	184	STCW209	£3.80	£0.00	£3.80	204/1	Wayleave - Paid 10 Years
FPI170723bm	17/07/23	285	STCCB266	£82.22	£0.00	£82.22	201/3	Burslem Memorials Memorial
CHQ037569	17/07/23	306	STCCB275	£3,208.72	£0.00	£3,208.72	201/2	J Kempster & Sons Interment
FPI180723SO	18/07/23	273	STCCB255	£270.00	£45.00	£225.00	200/2	Lease charge
CHQx3	18/07/23	307	STCCB/276	£1,190.90	£0.00	£1,190.90	201/2	Co - Operative Funeral Care Interment
DOL Jul 23	18/07/23	309		£7.36	£0.00	£7.36	208	Deceased Online SUBS Payment
FPI190723JK1	19/07/23	308	STCCB278	£1,072.78	£0.00	£1,072.78	201/2	J Kempster & Sons Interment
FPI240723MG	24/07/23	318		£65.00	£0.00	£65.00	201/4	Transfer of Rights
FPI240723244a	24/07/23	319	STCA289	£22.16	£0.00	£22.16	203	Plot 44a Yew Tree

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 31/07/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
DOL2 Jul 23	24/07/23	320		£13.75	£0.00	£13.75	208	Deceased Online	SUBS Payment
CC20072322a	26/07/23	310	STCA280	£33.25	£0.00	£33.25	203		Plot 22a Ridgewaye
rent Jul 23SR	26/07/23	321		£598.00	£0.00	£598.00	201/1		Rent
FPI27072368	27/07/23	328	STCA021	£44.33	£0.00	£44.33	203		Plot 68 Yew Tree
FPI31072338	31/07/23	311	STCA210	£44.33	£0.00	£44.33	203		Plot 38 Yew Tree
Total				£12,533.85	£846.62	£11,687.23			

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 31/07/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
BG1 Jul 23	03/07/23	293		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
D&G JUL 23	03/07/23	294		£15.41	£2.57	£12.84	D&G Appliance Plan	White goods Pennington 253/1
Cardnet1	07/07/23	282		£66.50	£0.00	£66.50		Refund of plot 38 Yew tree 250/3
BG5 JUL 23	07/07/23	295		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF2 Jul 23	14/07/23	310		£19.05	£0.91	£18.14	Edf Energy	St Peters Church 253/4
LBBC JUL 23	17/07/23	225		£15.95	£0.00	£15.95	STC Amazon Account	Poo Bags Trial 255/1
LBBC JUL 23	17/07/23	287		£16.99	£2.83	£14.16	STC Amazon Account	Poo Bags Trial 255/1
BS1 Jul 23	17/07/23	325		£125.30	£0.00	£125.30	Business Stream - Southern Water	Waste water 253/3
TWBC6 JUL	17/07/23	328		£319.00	£0.00	£319.00	Tunbridge Wells Borough	Council Tax Cemetery 257/4
EDF8 Jul 23	17/07/23	345		£321.54	£15.31	£306.23	Edf Energy	Elec Pavilion 161 253/4
010474	20/07/23	304		£107.44	£17.91	£89.53	Kidman's Ltd	Mower Repairs 249/4
010479	20/07/23	318		£1,464.00	£244.00	£1,220.00	Treework	Emergency works 249/1
010479	20/07/23	322		£648.00	£108.00	£540.00	Treework	Emergency works 249/1
010477	20/07/23	323		£561.60	£93.60	£468.00	SKF Contractors Ltd	Water tank repairs Allotments 255/1
010476	20/07/23	340		£1,056.00	£176.00	£880.00	Pallet Handling Penshurst	Yew Tree Allotments fence 255/1
010488	27/07/23	346		£336.00	£56.00	£280.00	Treework	Emergency works 249/1
010485	27/07/23	347		£3,444.00	£574.00	£2,870.00	Pallet Handling Penshurst	Pennington sand pit works 255/1
010487	27/07/23	352		£198.00	£33.00	£165.00	The Sticky Monkey	Signs 253/1
V1 Jul 23	28/07/23	319		£2,207.78	£367.96	£1,839.82	Veolia Uk Ltd	Waste removal 249/6
SEFe2 JUL 23	31/07/23	354		£14.28	£0.68	£13.60	SEFE	Cemetery 257/7
SEFe3 JUL 23	31/07/23	355		£65.99	£3.14	£62.85	SEFE	Cemetery 257/7
Total				£11,073.17	£1,707.64	£9,365.53		

RE: FRANK WEARE RECREATION GROUND – SECURITY/ANTI-SOCIAL BEHAVIOUR

EMAILS FROM GREG CLARK MP'S OFFICE

From: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>
Sent: 07 August 2023 12:35
To: CLARK, Greg <greg.clark.mp@parliament.uk>
Cc: Clerk <clerk@southboroughcouncil.co.uk>; Admin <admin@southboroughcouncil.co.uk>
Subject: RE: Frank Weare Recreation Ground, Salisbury Road, High Brooms

Dear Greg,

RE: Frank Weare Recreation Ground, Salisbury Road, High Brooms

Thank you for your email. I was on leave, so apologies for the delay in responding.

We will certainly keep in touch, but as yet we have received no direct complaints on this issue. We have not been contacted by the constituent who reported this to your office instead of us, or by other members of the public.

I have had no contact with CSU about this specific complaint since I have been on annual leave, but will try and chase them for a general update on other issues we have reported and can mention this also. I think both the Town Council and CSU need extra police support, so we will be interested to hear about the outcome of your meeting with the Chief Inspector at Kent Police. We struggle to get any support and would just like to know if/when we have a PCSO contact at the very least.

Many thanks for your assistance.

Kind Regards,

**Miss Carolyn Ripley
Deputy Town Clerk**

From: CLARK, Greg <greg.clark.mp@parliament.uk>
Sent: Friday, July 21, 2023 9:22 AM
To: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>
Subject: Frank Weare Recreation Ground, Salisbury Road, High Brooms

Dear Carolyn

Thank you for your comprehensive response about the Frank Weare recreation ground. I have passed it on to the lady that contacted me so she may be in touch with you direct.

I am sorry that there is an increasing incidence of antisocial behaviour in your parks, I appreciate the impact of this on your small team.

I am meeting with the Chief Inspector of the Police in a couple of weeks and will raise these issues with him to see if there is more that can be done. I am aware that the CSU is working to tackle this group of youths so I am pleased to hear that they have already been in touch.

Would you please keep me updated and let me know if there is more that I can do to help?

With best wishes

Greg



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Sign up to receive my constituency newsletter at www.gregclark.org
To view my privacy notice and data protection policy, please click [here](#).

From: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>

Sent: 11 July 2023 18:24

To: TALBOT, Diane <diane.talbot@parliament.uk>

Cc: Clerk <clerk@southboroughcouncil.co.uk>; Admin <admin@southboroughcouncil.co.uk>; Finance <finance@southboroughcouncil.co.uk>; Cllr Hill <hill@southboroughcouncil.co.uk>; Cllr Lewis <lewis@southboroughcouncil.co.uk>

Subject: RE: Frank Weare Recreation Ground, Salisbury Road, High Brooms

Dear Diane,

RE: Frank Weare Recreation Ground, Salisbury Road, High Brooms

Thank you for your email about the Frank Weare Recreation Ground in Salisbury Road, High Brooms, Tunbridge Wells. This play area does belong to the Town Council, so thank you for contacting us on this issue.

We are experiencing a much higher level of anti-social behaviour across all our open spaces. Whilst High Brooms does seem to experience a higher level of this, we have had no direct reports or contact from residents about Frank Weare, so your email and this specific complaint was new/unknown to us prior to now. We are only a small Town Council, with four administrative team members: Clerk, Deputy Clerk, Finance Officer, Office Administrator. We have a Ground Staff Team who do check the play areas and look after land maintenance, but we do not have the staff or resources to police the areas ourselves. We have always relied on police support and the support of TWBC's CSU team. I have just reported anti-social behaviour at two other sites, also in High Brooms or enroute to that area, to Terry Hughes at the CSU Team, but their team is likewise under-resourced as I understand it. We do not get as much support from the police direct anymore and police presence in our community is low, which does not help. We have had multiple changes in PCSO and do not know if we currently have one, as we have had no update from the police, but the previous PCSO never responded regardless. We have just replaced some equipment

in the park and installed a new trim trail for the children, as the resident explains. The Ground Staff do have equipment/products to deal with offensive graffiti, which I have noted when visiting this park myself, but as I say, I was not aware of these reports about late night anti-social behaviour. The wider issues that we have been dealing with over the last few years include: defecation smeared on equipment/benches, urination and defecation in public at some open spaces, offensive graffiti, arson, as well as drinking/drug use, noise etc. Residents report this to us and/or the police, but nothing gets done. Our biggest park, the Pennington Recreation Ground, gets the most issues and this one is locked, so this is evidence that people will still try to get in via some method and big gates may not provide a full resolution, even if we approved funds for this.

The proposal of new, higher, locked gates is a matter for Council Members and not Officers. However, we have limited funds, especially in light of the new Civic Centre building that we now have to run/manage, when we only had small offices beforehand. Even if Council Members did approve new gates, we would not give keys to residents. All I can do is to put the matter for initial discussion by Council Members at the next meeting of the Open Spaces & Environment Committee on Tuesday 5th September 2023 (there are no meetings in August). The resident can raise the issue with us direct in writing and I can attach the comments to my agenda papers, and/or he/she/they can attend the meeting to speak in the public open session. Council Members will need to decide how they want to proceed and will instruct me accordingly, as I clerk the Open Spaces & Environment Committee.

It would be helpful if you could ask the resident raising this issue to email me directly, so we can liaise with him/her/them moving forward.

Many thanks.

Kind Regards,

**Miss Carolyn Ripley
Deputy Town Clerk**

From: TALBOT, Diane <diane.talbot@parliament.uk>
Sent: Monday, July 10, 2023 4:45 PM
To: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>
Subject: FW: Salisbury Road Play Park

Good afternoon

I hope all is well.

Greg has received this email today and I understand that this park is managed by Southborough Town Council.

Are you aware of the ASB issues and has any action been taken to address it please?

I am contacting you regarding the childrens play park in Salisbury Road Tn4 9dn, which my house in Tunbridge Wells backs onto. This park has recently had investment in the form of new play equipment being installed, and after raising money for my children's school in the area, I know how costly these things are. Unfortunately the park doesn't just attract families with children to enjoy its facilities, but in the late evening, usually after dark, it often becomes the venue for other people to enter and abuse the equipment, play loud music, and

for some reason talk and shout at the top of their voices into the early hours. We have been to the park the following morning on many occasions to recover smashed bottles and other undesirable items just to make it safe again for the young children.

The park is extremely easy to enter, as the gate and fencing at the entrance is only waist height. This is the only entrance as the park is surrounded by houses, whose residents all suffer from hearing the disturbances almost every weekend during the summer, and many dry weekends in the winter. The residents living around it are of course a mixture of young, old, and vulnerable people.

I would like to ask what we can do about this please?

The obvious answer is tall gates and fencing, which would be locked and unlocked at certain times, and can't be climbed over. This involves people to be key holders as well which I appreciate requires more resources, something I would happily volunteer to be and help with. I'm sure something like that could be worked out and there's precedence for it already.

I look forward to hearing any ideas you may have and what we can do to protect our valued facilities.

Diane Talbot

Office of Greg Clark MP

House of Commons, London, SW1A 0AA | 020 7219 1773 | diane.talbot@parliament.uk

Southborough Town Council

Open Spaces & Environment Committee

5th September 2023

Report by the Deputy Town Clerk

RE: Allotment Terms and Conditions – Bonfires Review

SUMMARY

This report relates to the Allotment Terms and Conditions, with specific reference to bonfires in the light of recent and ongoing complaints **(please see the attached emails from an allotment tenant, as well as residents, regarding bonfires on the Yew Tree Road Allotments and disturbance to neighbouring properties, and previous Open Spaces Agendas, Minutes and Reports from February and March 2021 relating to the previous bonfires review, plus the current Allotment Terms and Conditions and Bonfires Guidance Leaflet).**

DECISION

We are getting increasing levels of complaints about bonfires on the allotment sites, especially from residents of The Ridgeway Private Road, which neighbours the Yew Tree Road Allotment Site **(please see the attached emails from a Yew Tree tenant and two residents of The Ridgeway).**

The issue of bonfires was discussed in 2021, initially on the agenda of the Open Spaces & Environment Committee in February 2021, but then postponed until the March 2021 meeting **(please see the Agendas, Minutes and Reports from February 2021 and March 2021)**. At that time, Council Members voted to permit bonfires, despite the feedback from our insurer, which I detailed in my committee report in February 2021. I designed a bonfires guidance leaflet that all allotment tenants receive annually and when they take on a plot **(please see attached Bonfires Guidance Leaflet)**. Council Members also introduced public liability insurance as an obligatory element of becoming an allotment tenant **(please see attached Allotment Terms and Conditions)**.

RECOMMENDED

Other Councils and Allotment Management Companies either restrict bonfires at certain times of the year e.g., only permitted between October – March, or impose an outright ban. However, with the latter, there needs to be consideration for offering green waste services on site as an alternative solution, which we could investigate. If there is a ban, or restriction at certain times of the year, we have no way to police that and tenants know that. However, if it can be proved, and that can be challenging, then we can issue eviction notices if tenants breach the terms and conditions with reference to bonfires, which can be an immediate eviction.

Council Members to review the information provided and reach a decision accordingly.

Carolyn Ripley
Deputy Town Clerk

RE: ALLOTMENT TERMS AND CONDITIONS – BONFIRES REVIEW

EMAILS FROM ALLOTMENT TENANTS AND RESIDENTS

TENANT

From: [REDACTED]
Sent: Wednesday, August 23, 2023 21:18
To: Admin <admin@southboroughcouncil.co.uk>
Subject: Bonfires, [REDACTED]

Dear Rebecca,

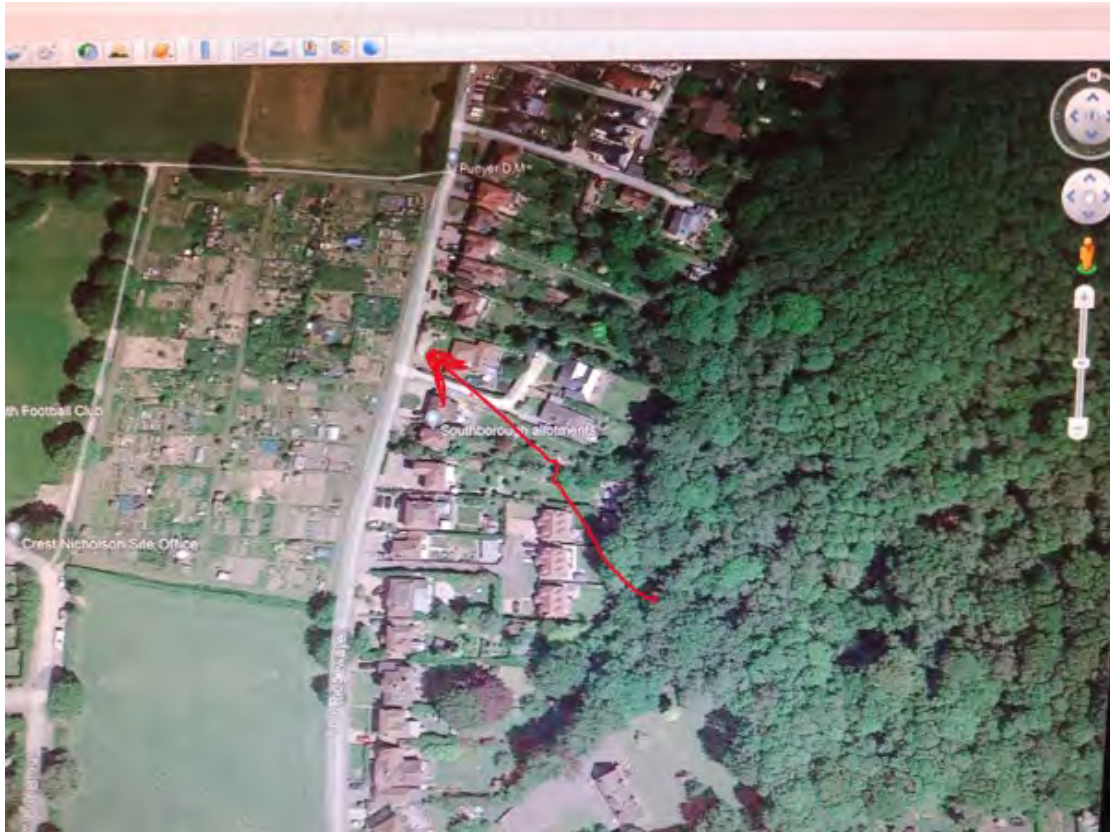
I am afraid that you may receive another complaint regarding bonfires as I was approached by a gentleman, who I believe to be the husband of the lady who spoke to me previously, that the smoke from the incinerator I was using was drifting over to the properties on the ridgeway. I explained that the wind direction was in fact going across the playing fields in the direction of the other allotments but that if it was bothering him then I would put it out immediately which I did, and it was totally out and without smoke by the time that he reached the gate.

Since last week I have been waiting patiently for the wind to change direction as it has nearly always been predominately blowing from the north, north west, or west, which would either have affected the residents along the ridgeway or other allotment holders that I may not be able to see. The wind this evening swung round and was blowing from the south east and as the grass and weeds had been drying for several days it was burning very quickly. However when approached I did not argue or try to put my view across, I just put the fire out and he thanked me for doing that.

About twenty minutes later there was a football practise session so I would have put the fire out then, although I don't know when these sessions are going to take place so can only put out the fire when I notice footballers. I am always conscientious with regard to bonfires and never light one if it will be a problem for other people, and always ask allotment holders who have turned up after one is lit if they want me to put it out. I cannot at the moment see how I can continue to have a bonfire as it is different from having one at home. Only last week my neighbour came round to let me know that they were going to have a bonfire in case we wanted to shut our windows, but of course I cannot go to all the houses on the ridgeway to let them know and I wouldn't expect to. I believe that I can only put garden waste from my property into our black bin but I will check tomorrow with the Borough Council regarding black bins and also if I can take allotment waste to the refuse centre without having to pay a charge or if I am limited to the number of visits I can make.

For the time being I will not be having anymore fires as the stress of confrontation is too much, and hope to find a solution. I have included a picture showing direction of the wind this evening and I believe it should not have noticed by any residents.

Yours sincerely, [REDACTED]



RESIDENTS/OFFICERS EMAILS

From: Deputy Clerk
Sent: Monday, August 21, 2023 10:34 AM
To: [REDACTED]
Cc: Admin <admin@southboroughcouncil.co.uk>
Subject: RE: Bonfires in the garden

Dear [REDACTED]

Thank you for your email.

The issue of bonfires on allotments is due to be reviewed at the Open Spaces and Environment Committee on 5th September 2023. We have no way to police bonfires, but there are strict guidance rules in place and within the Allotment Terms and Conditions. I have recommended a ban previously, so will ask Councillors to discuss the matter in the light of recent complaints. So, I appreciate you getting in touch, as I will include all comments in the papers I send out to Councillors.

Many thanks.

Kind Regards,

**Miss Carolyn Ripley
Deputy Town Clerk**

From: [REDACTED]
Sent: Sunday, August 20, 2023 8:53 PM
To: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>
Subject: Bonfires in the garden

I am a resident in the Ridgeway in southborough at have been ask to comment on the above subject.

I think all that anybody wants is a bit of concederation especially in summer evenings . Definitely no fire's before 6pm and then only when no-one has washing out in the summer.

Best regards

[REDACTED]
From: [REDACTED]
Sent: Tuesday, July 25, 2023 1:03 PM
To: Admin <admin@southboroughcouncil.co.uk>
Cc: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>; Clerk <clerk@southboroughcouncil.co.uk>
Subject: Re: Complaint

Thank you. There have been more but I simply haven't had time to complain. We are having a renovation and until the last week we have not been able to simply shut the windows. Our roof has been replaced and a loft conversion done.

Sent from [Outlook for Android](#)

From: Admin <admin@southboroughcouncil.co.uk>
Sent: Tuesday, July 25, 2023 12:51:37 PM
To: [REDACTED]
Cc: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>; Clerk <clerk@southboroughcouncil.co.uk>
Subject: RE: Complaint

Good afternoon [REDACTED]

Thank you for your email.

I would like to firstly thank you for raising this with me and expressing your concerns of the bonfires at the allotment sites. Having been in this role since end of May this year, we have unfortunately received a similar complaint in recent weeks. On the 12th of July, a mass mail was sent to all tenants advising them of the Terms & Conditions, plus reminding our plot holders to be aware of their surroundings and the possible nuisance this is causing to the public. We also have advised that action will be taken should this persist.

The decision to allow bonfires was made by The Council at a previous Open Spaces & Environmental Committee Meeting. Although Carolyn, our Deputy Clerk, suggested points that we limit bonfires to certain times of the year, this was not agreed on and instead, Carolyn created an informative leaflet for allotment plot holders to follow. This is also summarised in the Terms & Conditions that are sent to plot holders at point of renewal

(April) plus when welcoming new tenants. I have attached both here for information purposes.

It is incredibly difficult to monitor if these rules are being followed correctly and it is clear from your comments that this is affecting the public including yourself, residents, and those using the playing fields. This is something that brings a lot of concern to me and Carolyn and therefore, Carolyn will be adding this as an Agenda item to the next committee meeting which will be held at the Civic Centre on the 5th of September 2023 for discussion.

We also welcome comments/complaints from other residents too. I ask that you kindly send these to deputyclerk@southboroughcouncil.co.uk (Carolyn's email) to ensure they are voiced at the committee meeting. Please note that Carolyn is currently on annual leave and returns on the 7th of August.

Understandably, we would like something done sooner to prevent bonfires causing further nuisance until this date. As noted above, a mass mail has been sent to plot holders recently. I will try and ascertain who is starting the bonfire and take the appropriate action. I will be visiting the site myself today.

I will be researching what notices we can put in place in general for allotments, including bonfires and will continue to see what other Council's do to support us with this agenda item.

Again, thank you for taking the time to write and express your concerns and I am sorry you have had to raise this multiple times.

We look forward to hearing from you and other members of the public regarding this and appreciate your patience with us.

Kind Regards,

From: [REDACTED]
Sent: Tuesday, July 25, 2023 11:38 AM
To: Admin <admin@southboroughcouncil.co.uk>
Cc: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>; Clerk <clerk@southboroughcouncil.co.uk>
Subject: Re: Complaint

Morning, Once again someone is burning on the Ridgeway allotments at 11.35am on a sunny day. My house on The Ridgeway is full of smoke, all of my neighbour's homes will be be too. This is completely unacceptable. I don't have time to go and investigate who it is but you certainly should and they should have their membership removed. Totally selfish and unreasonable behaviour!

Many thanks,
[REDACTED]

From: Admin <admin@southboroughcouncil.co.uk>
Sent: 13 June 2022 11:07
To: [REDACTED]
Cc: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>; Clerk

<clerk@southboroughcouncil.co.uk>

Subject: RE: Complaint

Good Morning [REDACTED],

RE: Allotment Bonfires

Thank you for letting us know about this specific incident, further your previous email. We are sorry that you had to endure this – it is not acceptable.

All allotment tenants are aware of their responsibilities as set out in the Allotment Terms and Conditions that they must sign when they take on a plot. Whilst bonfires are currently permitted, there are regulations and guidance, which all tenants are aware of.

We were just in the process of finalising a formal letter to be sent to all allotment tenants reminding them of both their responsibilities and our regulations relating to bonfires. However, we will now investigate the specific incident you have reported.

Your complaint has been logged and we will contact you on completion of the investigation.

Kind Regards,

Mr Edmund Thorley
Office Administrator

From: [REDACTED]
Sent: 13 June 2022 09:14
To: Admin <admin@southboroughcouncil.co.uk>
Cc: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>; Clerk <clerk@southboroughcouncil.co.uk>
Subject: Re: Complaint

Hi. Please read below. I have just returned to find my house smelling of smoke again and had to shut my windows. I have taken photos this time. Allotment Plot number 31. Off the private Ridgeway road. This is not acceptable. It is a beautiful day and hot and not the time of day or weather to be burning. It is selfish and I'm assuming against your rules.

I might add he's had a loud radio playing since 7.30am this morning that I could hear in my house.

Please address this and come back to me. I love the allotments and by no means wish to cause problems but common courtesy and consideration for the residents surrounding it should be obvious. Thanks [REDACTED]

Get [Outlook for Android](#)

From: Admin <[REDACTED]>
Cc: Deputy Clerk <deputyclerk@southboroughcouncil.co.uk>; Clerk <clerk@southboroughcouncil.co.uk>
Subject: RE: Complaint

Hi [REDACTED]

Thank you for bringing this to our attention, please accept our apologies for the inconvenience.

Although we do allow bonfires, tenants should not allow them to cause a nuisance to neighbouring residential properties or other plot holders. We will be contacting our allotment holders and reminding them of their responsibilities and our regulations pertaining to bonfires on site.

If you have any questions, or wish to discuss this further, please don't hesitate to contact us.

Kind Regards,

**Mr Edmund Thorley
Office Administrator**

From [REDACTED]
Sent: 05 May 2022 12:08
To: Admin <admin@southboroughcouncil.co.uk>
Subject: Complaint

Hi I live on The Ridgeway number [REDACTED]. Directly opposite my home is a bonfire by one of the allotment holders. This is completely unacceptable and is filling my house with smoke. I thought you had stringent rules about when these fires could take place so it doesn't effect the homes surrounding the allotments. I believe it would be one pf the plots nearest the path on the Ridgeway private road entrance closest to the top of the road.

Please can you make it clear what the policy is and address this with the offender.

Many thanks,

[REDACTED]

:-

SOUTHBOROUGH TOWN COUNCIL
ALLOTMENT TERMS AND CONDITIONS

Please read this document thoroughly and sign on the final page.

TENANCY AND RENT

1. The tenancy of an allotment is personal to the Tenant named in the agreement. The Tenant must not sublet, assign, or part with the possession or control of all, or any part, of the allotment without the prior written consent of the Town Council.
2. Public Liability Cover is mandatory for all Tenants and must be in place from the start of a Tenancy. Documentary proof of cover must be supplied to the Town Council. Information on how to get appropriate cover will be detailed in the Allotment Tenancy Information Pack.
3. The rent shall be paid in advance of the rental year and is due on the 1st day of April in each year. The initial rent shall be £6.39 per rod per annum as of 1st April 2022. The Town Council reserves the right to review the rent annually and give the Tenant 12 months' notice of any proposed change.
4. A Tenant taking up an allotment after 1st April in any rental year will be invoiced for the remainder of that year with a pro-rata amount covering the start date to the 31st March in the following year. After that, the Tenant will receive an annual invoice in the following year from 1st April.
5. The first 3 months of a Tenancy constitute a probationary period. If the Tenant chooses to return the allotment to the Town Council during this period, then the Tenant will have their rental fee returned to them. If the Tenant undertakes no significant work in this probationary period, then the Tenancy will be terminated, and the Town Council will re-let the plot.
6. A Tenant may voluntarily relinquish their allotment at any time or have their Tenancy terminated for breach of the tenancy agreement before the year end, but no refund will be payable unless the plot is surrendered within the initial 3-month probationary period.
7. The departing Tenant shall remove any items or derelict structures from the plot before the end of the Tenancy. The Town Council may dispose of any such material not removed by the Tenant.
8. The Tenant shall observe and perform all conditions and covenants contained on the lease (if any) under which the Town Council holds the Allotment Gardens.
9. Tenants must inform the Town Council in writing about any changes of address. If a Tenant moves to an address outside the Town Council's boundary, then they will have their Tenancy terminated.

CULTIVATION AND USE OF ALLOTMENT

10. The Tenant must use the plot as an allotment and for no other purpose. At least 70% of the plot should be cultivated throughout the year and "cultivated" is defined as crop or flower production. Where possible, plots must still be worked in the colder winter months such as by preparing the ground. An area that is cleared annually of weeds but remains un-cropped or un-planted will be considered a non-cultivated area.
11. Allotments with areas that are not suitable for production i.e. heavily shaded or poor soil may be allowed extended lawn areas, but this must be agreed in writing with the Town Council.

12. The Tenant must ensure that the plot is kept free of weeds that will cause a nuisance to adjoining tenants. The use of carpet/underlay for weed prevention is at the discretion of the Town Council and should not be used as a long-term solution. If a plot is identified as overgrown with weeds, then a notice letter will be sent and if no improvement is visible within 8 weeks, a Tenancy Termination Notice will be sent. In such circumstances, the Town Council reserves the right to enter and clear overgrown plots that are causing a nuisance.
- 12b Any weed suppressant used and stored on a plot in the Allotment Gardens, must be removed by the Tenant when the tenancy ends.
13. The Tenant shall keep the grass on the footpaths properly cut and trimmed and shall leave 30cm for footpaths on those sides of their allotment that abut onto another allotment. The Tenant shall not place any weeds, rubbish or any manure on the walks, pathways or roadways on the allotment but shall keep all walks, pathways, and roadways clear and free from obstacles at all times.
14. The Town Council cannot permit plots to remain overgrown or unworked on a long-term basis and reserve the right to serve a Tenancy Termination Notice on any Tenant in breach of the rules regarding cultivated and non-cultivated areas. In such cases, the Town Council will take back control following a notice period to the Tenant of one month.
15. Allotment produce is for personal use only and may not be sold. Allotments may not be utilised as a business resource for financial gain.

TREES AND INVASIVE PLANTS

16. The Tenant shall not plant trees or shrubs that interfere with a neighbouring plot. The Tenant is not permitted to plant any trees or bushes that take more than 12 months to mature, and all such requests should be made in writing to the Town Council.
17. The Tenant shall not allow any self-seeded trees to grow on an allotment and should contact the Town Council if they have any concerns about existing trees. The Tenant is not permitted to prune, lop, or top any trees without the written consent of the Town Council.

SHEDS/STRUCTURES AND FENCES

18. No sheds or other buildings, including large polytunnels, shall be erected on an allotment without the written permission of the Town Council. Sheds must be no more than 6' x 4' and PVC greenhouses must be no more than 8' x 6'. Polytunnels must be no more than 9' x 6' x 7' (high), or closest metric equivalent. Tenants must put a request in writing for all new structures and must not go ahead with building until permission has been obtained.

The Council no longer permit the new installation of glass greenhouses.

19. If permission is given for a shed or other building, then all such structures must be at least 45cm within the boundary of a plot and must be kept in a state of good repair.
- 19b. Security of sheds and other buildings are the responsibility of the Tenant. Southborough Town Council is not liable for any damage or theft from sheds or buildings on a Tenant's plot.
20. Sheds shall be included within the 30% area allowed for non-cultivation. Greenhouses, polytunnels, and fruit cages shall be included with the cultivated area.
21. Only materials for use on a plot must be stored there.
22. It is an offence to attach or hang any materials to any Town Council fencing.
23. The Tenant shall not use barbed wire for any purpose whatsoever in the Allotment Gardens.

DOGS, LIVESTOCK AND BEES

24. The Tenant must obtain written permission from the Town Council to keep livestock in the Allotment Gardens. No livestock other than hens are allowed. The Town Council reserve the right to permit outside agencies (e.g. R.S.P.C.A) to inspect the Allotment Gardens with respect to animal health and environmental issues.
- 24b. During a routine inspection, Town Council staff will carry out a visual check on livestock and will take photographic evidence of livestock, if required. If Town Council staff feel livestock are being mistreated, the Town Council reserves the right to report this to outside agencies for their advice and inspection.
- 24c. Should it be found that livestock are being mistreated, the Town Council reserves the right to revoke the tenancy with immediate effect, with no notice period.
25. Bees may not be kept on the Allotment Gardens.
26. The Tenant shall not bring, nor cause to be brought into the Allotment Gardens, of which the allotment plot forms part, any dog, unless the dog is held on a leash and kept under control at all times.
27. The burial of any pets or animals in the Allotment Gardens is strictly forbidden and will result in termination of the tenancy.

WATER, BONFIRES AND OTHER RESTRICTIONS

28. Ponds and baths are a safety risk, and all tenants are encouraged to remove these as soon as possible. For safety reasons no further ponds or baths will be permitted. Any Tenant found to be in breach of this rule may be given a Tenancy Termination Notice.
29. Bog Gardens are permitted, but application should be made to the Town Council detailing size and materials.
30. Sprinklers and water pumps are prohibited. Hose pipes may only be used if handheld or to fill water butts, if this does not prevent other tenants having access to water supplies. Any form of unattended, mains-connected irrigation is forbidden and may lead to a Tenancy Termination Notice.
31. Bonfires are permitted only with the use of an incinerator. All incinerator equipment must be in good working order. The Town Council will notify Tenants if any incinerator equipment is found to be in poor condition and if the item is not removed and replaced, this could result in an immediate Tenancy Termination Notice as a serious breach of health and safety.

Before lighting a bonfire, tenants must pay attention to the following:-

- (a) Check wind direction; ensure smoke will not cause a nuisance to other tenants or local residents.**
- (b) Do not light a fire if damp or misty conditions.**
- (c) Dry material only to be burnt, do not burn oily rags, rubber, plastics, foam, paint, or such materials as they will produce heavy or pungent smoke.**
- (d) No flammable liquids are to be used.**
- (e) Do not leave unattended, douse with soil/sand before leaving and take reasonable precautions to ensure the fire will not reignite.**

PLEASE NOTE: Smoke from a bonfire which could be a nuisance to neighbours by interfering with the use and enjoyment of their garden or property or could affect the comfort and quality of life of the public, could result in action under the Environment Protection Act 1990. Also, tenants who light a fire within 50 feet (15.24 metres) of the centre of a highway may be guilty of an offence under the Highways Act 1980.

For further guidance on bonfires, please refer to the Southborough Town Council Bonfires, Waste Disposal & Composting Leaflet.

32. Wood ovens and BBQs are prohibited unless permission has been given by the Town Council to use them as part of an event e.g. Southborough Allotment Holders' Association Event.
33. The Tenant shall display and maintain the number of their allotment plot and shall always keep it visible.
34. The Tenant shall ensure that any fences, gates, and hedges enclosing the Allotment Gardens and also any noticeboards that have been or may be erected, are duly taken care of.
35. The Tenant shall not remove or carry away any mineral, sand, gravel, earth, or clay from the Allotment Gardens without the written permission of the Town Council.
36. The Tenant shall not excavate deep areas on the plot, representing a safety hazard.
37. The Town Council has a Drone Policy on all Town Council-owned land, details of which can be found on the Town Council's website. As such, no drones will be permitted on the Allotment Gardens.

BEHAVIOUR/CONDUCT

38. The Tenant shall not cause or permit to be caused, any nuisance or annoyance to any other Tenant(s) on the Allotment Gardens or the occupier/owner(s) of any adjacent property. Any disputes between one Tenant and another Tenant shall be referred to the Town Council, whose decision shall be final.
39. The Tenant shall not discriminate against, harass, bully, or victimise any other Tenant(s), on any grounds. Any aggressive or violent behaviour, or threats of such behaviour, will be grounds for immediate termination of the tenancy.
- 39b. The Tenant shall not discriminate against, harass, bully, or victimise Town Council Staff or Members of the General Public, on any grounds. Any aggressive or violent behaviour, or threats of such behaviour, will be grounds for immediate termination of the tenancy.
40. The Tenant is responsible for the behaviour of children and adults visiting the Allotment Gardens. No children under the age of twelve are allowed in the Allotment Gardens unless accompanied by a responsible adult and should always be supervised.
41. The Town Council have the right to refuse admittance to any person other than the Tenant or a member of the Tenant's family to the Allotment Gardens unless accompanied by the Tenant or a member of the Tenant's family.
42. Vehicle access to the Allotment Gardens is permitted but only for the purposes of off-loading heavy items. Vehicles should then be moved, immediately, to outside the Allotment Gardens for parking purposes.
43. No person is permitted to sleep on the Allotment Gardens. No overnight erection of tents or any other temporary structure is allowed.
44. Gates and access points to the Allotment Gardens must always be closed.
- 44b. The combination lock on the main gate at Yew Tree Allotment Gardens is the responsibility of Southborough Town Council and the code used will be set by the Council. It must not be altered by any other party.

TERMINATION OF TENANCY/INSPECTIONS

45. Any Member or Officer, Servant or Agent of the Town Council shall be entitled at any time to enter and inspect the Allotment Gardens.
- 45b. Town Council Staff will take photographic evidence of all plots in the Allotment Gardens during routine inspections.

46. These Terms and Conditions are not exhaustive and cannot cover every issue that may arise on the Allotment Gardens. The Town Council reserves the right to issue a Tenancy Termination Notice if the behaviour of any Tenant breaches any of the conditions set out in this document, as well as if any other breach of health and safety or good conduct not specifically covered is proven. The Tenancy Termination will be final and immediate in cases of serious breaches. Complaints from other Tenants or Members of the Public should be put in writing to the Town Council. The Town Council guarantees anonymity and GDPR Data Protection for all complainants. The Town Council decision in such cases is final.
47. Tenancies may be terminated in any of the following ways:-
- (a) By the Town Council or the Tenant giving to the other 12 months written notice to quit in writing on 1 April in any year.
- OR**
- (b) By re-entry by the Town Council at any time after three calendar months previous written notice to the Tenant by the Town Council, on account that the Allotment Gardens are required (i) for any purpose other than agriculture to which it has been appropriated under any statutory provision, or (ii) for building, mining, or any other industrial purpose, or (iii) for roads or sewers necessary in connection with any of these purposes.
- OR**
- (c) By re-entry by the Town Council after one month's written notice to quit:
- (i) If the rent is in arrears for 40 days or more (whether formally demanded or not).
- (ii) If the Tenant is not duly observing any term or condition of this agreement or if the Tenant becomes bankrupt or compounds with their creditors.
- OR**
- (d) Automatically on the death of the named Tenant.
- OR**
- (e) An immediate Tenancy Termination Notice will be issued for dangerous breaches of health and safety, animal cruelty and misconduct, with no notice period.
48. The Town Council may serve notice upon a Tenant either in person, by leaving it at the Tenant's last known address, by registered letter or by recorded delivery letter addressed to the Tenant at the last known address or by fixing a notice in a prominent position at the relevant Allotment Gardens site.
49. The Terms and Conditions can be amended and changed at any time and due notification of the change by letter to all allotment tenants will be valid notice.

TERMS

Town Council	Southborough Town Council.
Allotment Tenancy Information Pack	Information pack sent out at renewal/to new Tenants.
Allotment Gardens	Allotment sites owned by Southborough Town Council.
Tenant	A person who holds a Tenancy of an Allotment.
Tenancy	The letting of an Allotment to a Tenant.
Tenancy Termination Notice	Notice to the Tenant advising them that they must vacate their Allotment.
Rent	The annual rent payable for the Tenancy of an Allotment and all associated amenities.

Updated 1st April 2021

I ACKNOWLEDGE that I have received a copy of the above Terms and Conditions and I HEREBY AGREE to abide by them.

SIGNED:.....PRINT.....

PLOT NO AND SITE.....Date.....

SOUTHBOROUGH TOWN COUNCIL: BONFIRES, WASTE DISPOSAL & COMPOSTING

This leaflet has been produced as a supplementary document to the Southborough Town Council Allotment Terms and Conditions, in order to assist allotment plot holders with waste disposal. Please refer to the Allotment Terms and Conditions in the first instance. If any of the clauses in the Terms and Conditions are not adhered to, it may result in a Tenancy Termination Notice being issued. Additionally, the Environmental Protection Act 1990 allows local councils to take offenders to court, should their bonfires cause a nuisance to neighbouring local residents.

DO

- Before you decide to start a bonfire, consider whether you can dispose of the waste in another way E.G. Bag up, take home and place in your green waste recycling bin, take to your local civic amenity tip, or compost. Most garden waste can be composted and is too valuable to burn.
- As a gesture of courtesy, advise other plot holders nearby before you light a bonfire.
- Always check your bonfire incinerator and intended material for burning, for any signs of wildlife that may be hiding there.
- Make sure your bonfire incinerator is well maintained and in good condition. See the adjacent pictures. Incinerators in a poor condition represent a hazard and if found to be in use, could result in a Tenancy Termination Notice.
- Check the weather and wind conditions before you start a fire. Smoke hangs in the air on damp days and evenings, and lighting fires on windy days could blow smoke or sparks/embers towards other plots and houses.

NEVER

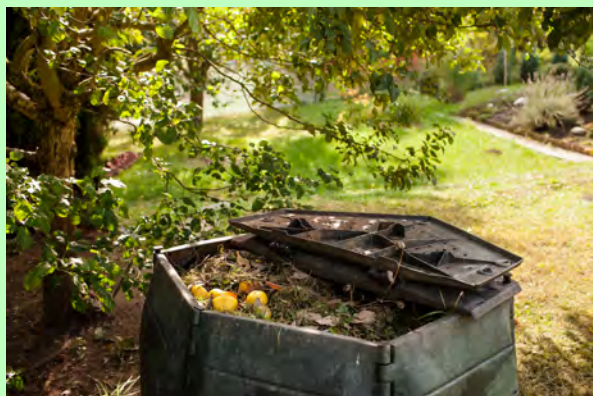
- **NEVER** burn any oily rags, rubber, plastics or other materials that create heavy smoke or toxic fumes. **DO NOT** burn anything containing plastic, foam or paint.
 - **NEVER** use any accelerants or flammable substances.
 - **NEVER** start a fire on a windy day, or in hot, dry, drought conditions.
 - **NEVER** start an open fire. **Always use a bonfire incinerator.**
- NEVER** leave a bonfire unattended and wait for all material to be burned down before leaving the site. Use soil or sand to smother the fire. **DO NOT** use water to douse the fire, as this can add heat to the ashes, which could reignite after you have left.



Only bonfire incinerators can be used and should be in good condition.



Bonfire incinerators in this state are not acceptable.



You can buy a composting bin, or build your own compost heap from wood. e.g. old pallets. See photo to right.

THINK OF THE ENVIRONMENT AND GET COMPOSTING!

Southborough Town Council encourage composting and recycling over bonfires, whether on your own compost area, via your green waste recycling bin, or the local recycling depot at your civic amenity tip.

It is ideal to have two compost areas, one for the current season's plant waste and one for the previous season.

A compost heap needs a good balance of carbon, nitrogen, air, and water, to produce the nutrient-rich, black, organic material that you can dig back into your soil to feed your crops.

An efficient heap can produce good compost in 9-12 months and the longer you leave it, the richer and darker it will be. This is why it is a good idea to have two heaps in use.



Traditional compost heap made from wood.

For more information on how to create a composting area, including size guidance and ideal mix of materials, please click on the following links, or visit their websites and search "composting":

- [Royal Horticultural Society](#)
- [National Society of Allotment & Leisure Gardeners \(NSALG\)](#)



OPEN SPACES AND ENVIRONMENT COMMITTEE

Minutes of the virtual **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on Tuesday 9th March 2021 at 7.00 p.m.

MEMBERS PRESENT: Cllrs Hill (Chair), Cllr Lewis (Deputy Chair), Bullion, Elliott, Munn, Lane (joined at 7.06 p.m.) and Wharton.

ALSO PRESENT: Cllr Harris

OFFICERS PRESENT: Carolyn Ripley (Deputy Town Clerk) Tracy Kelly (Town Clerk)

1. **APOLOGIES AND REASON FOR ABSENCE** – Cllrs Kinghorn (Prior Meeting) and Mrs Kinghorn (Ill Health).
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Cllr Harris, though not a member of this committee with voting powers, declared an interest as Treasurer of the Southborough Allotment Holders' Association (SAHA).
3. **PUBLIC OPEN SESSION** – Two members of the public were present, and one member spoke on item 6. No press were present.
4. **MINUTES OF THE MEETINGS**

Members **NOTED** that the minutes of the meeting held on Tuesday 9th February 2021 were approved by Full Council at its meeting on 25th February 2021.

5. **ACCOUNTS**

- a) **Financial Statements** – Members **NOTED** the income and expenditure reports from 1st January 2021 to 31st January 2021.

6. **ALLOTMENT TERMS AND CONDITIONS**

Bonfires/BBQs/Wood Ovens

Members **AGREED** to ban the use of BBQs and Wood Ovens by individual allotment tenants but further **AGREED** that Southborough Town Council will consider applications to have a BBQ as part of an organised event e.g. SAHA event. Members **AGREED** to continue to permit bonfires as currently set out in the Allotment Terms and Conditions, but further **AGREED** that from 1st April allotment renewals, Southborough Town Council will make public liability insurance cover an obligatory element of being an allotment tenant. The Deputy Clerk will liaise with SAHA about the renewal pack to make sure public liability insurance cover is explained clearly and that allotment tenants understand that it can be obtained through being part of SAHA or joining the NSALG as an individual member. Members **AGREED** to allow a set time period from 1st April for allotment tenants to get insurance cover in place e.g. 3-6 months.

Bonfires, Waste Disposal & Composting Leaflet

Members **APPROVED** the leaflet, which will go out in the allotment renewals pack and to all new plot holders from now on.

Allotment Terms and Conditions

Members **APPROVED** the updated Allotment Terms and Conditions, subject to the addition of a public liability insurance cover clause, a clause prohibiting BBQs and Wood Ovens, and a clause covering the upkeep of bonfire incinerator equipment.

7. DAVID SALOMONS HORSE TROUGH REPLACEMENT

Members **AGREED** that the replacement horse trough should remain a community asset rather than an individual commemorative piece. Members asked the Deputy Clerk to thank the resident for his kind offer.

8. MEMORIAL TREES REQUEST ON SOUTHBOROUGH COMMON

Members discussed the proposed request. Members **AGREED** to put this item back on a future agenda to allow more time for further research.

10. CONFIDENTIAL MATTERS

a) Allotments – Tenancy Issues

Members **AGREED** that the Allotment Terms and Conditions are binding and gave their support to the Administrative Team to enforce them on behalf of the Town Council accordingly. It was **AGREED** that only issues outside the remit of the Terms and Conditions should be referred to Committee for Council Member discussion in future.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 8.21 p.m.

CHAIRMAN

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

4th 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

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+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 9th February 2021 were approved by Full Council at its meeting on 25th February 2021.

5. ACCOUNTS

- a) **Financial Statements** – Members to note the income and expenditure reports from 1st January 2021 to 31st 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 1st 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
4th March 2021

OPEN SPACES AND ENVIRONMENT COMMITTEE

Minutes of the virtual **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on Tuesday 9th February 2021 at 7.00 p.m.

MEMBERS PRESENT: Cllrs Ms Hill (Chair), Cllr Lewis (Deputy Chair), Bullion, Elliott, Munn, and Ms Wharton.

ALSO PRESENT: Cllr Harris (Cllr Harris left the meeting at 8.07 p.m.)

OFFICERS PRESENT: Carolyn Ripley (Office Administrator) Tracy Kelly (Town Clerk)

1. **APOLOGIES AND REASON FOR ABSENCE** – Cllrs Kinghorn (Prior Meeting) and Mrs Kinghorn (Ill Health).
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Cllr Harris, though not a member of this committee with voting powers, declared an interest as Treasurer of the Southborough Allotment Holders' Association (SAHA).
3. **PUBLIC OPEN SESSION** – Four members of the public attended and spoke on items 6 and 7.
4. **MINUTES OF THE MEETINGS**

It was **NOTED** that 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 **NOTED** the income and expenditure reports from 1st December 2020 to 31st December 2020.

6. **ALLOTMENT TERMS AND CONDITIONS**

Bonfires/BBQs/Wood Ovens

Members **AGREED** to postpone a decision on this item until the next Open Spaces & Environment Committee Meeting on 9th March 2021. Members asked the Office Administrator to further investigate the item by speaking with KALC and other Councils for comparison.

Water Charges

Members **AGREED** to postpone a decision on this item until the next Open Spaces & Environment Committee Meeting on 9th March 2021. Members asked the Office Administrator to research the issue of water misuse fees by contacting other Councils for a comparison.

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

Members **AGREED** that there would be no changes to the Common Byelaws and street trading would continue to be prohibited on Southborough Common. Therefore this street trading application was rejected. However, Members **AGREED** they would like to support local businesses as much as possible and could look into other sites in Southborough and High Brooms that may be suitable for street traders.

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

Members **AGREED** to investigate resurfacing the car park on Southborough Common near Woodlands Nursery and asked the Town Clerk to obtain quotes for review at the next Open Spaces & Environment Committee Meeting on 9th February 2021. Members further **AGREED** to look at the costs of speed reduction signs to address the speeding issues in the car park and asked the Town Clerk to obtain prices.

9. PROPOSED FUTURE PROJECTS

Members **AGREED** they would like to add a new play area on the Playing Fields to the proposed future projects list. Members **AGREED** that this item does not need to be on each agenda.

10. CONFIDENTIAL MATTERS

a) Charges – Possible increases for 2021/2022 – Members discussed the proposed increase in charges from 1st April 2021.

Cemetery Charges – Members **AGREED** to an increase of 3% to the charges made within Southborough Cemetery.

Holden Pond – Members **AGREED** the costs for an Annual and Day Fishing Permit will be amended to £25 and £9, respectively.

Football Maintenance Charge – Members **AGREED** to the following 3% increase in charges:

An increase of 3% would increase the sums to:

Southborough Football Club £686.72

Armada £686.72

Tunbridge Wells Youth Football Club £3210.89.

Allotments – Members **AGREED** to a 3% increase from 1st April 2022 that would take the cost to £6.39 per rod. Members **NOTED** that allotment rent increases have to be notified to plot holders a year in advance and thus the charges for 1st April 2021 were already agreed upon last year at £6.21 per rod.

Common and Council Land Exercise Groups – Members **AGREED** that the charge applied will be £29 plus VAT.

There being no further business the Chairman thanked everyone for their attendance and closed the meeting at 8.24 p.m.

CHAIRMAN

Southborough Town Council Open Spaces & Environment Committee

9th February 2021

Report by the Office Administrator

ALLOTMENTS – Bonfires Insurance Update & BBQs/Wood Ovens

SUMMARY

Following on from the Open Spaces and Environment Committee Meeting on 12th January 2021, I sought clarification from our insurance company with regards to fire damage cover on the allotments. Moreover, the issue of BBQs/Wood Ovens was overlooked at the last meeting and also needs discussion. Members to review the following information, reach a decision, and amend the Allotment Terms and Conditions accordingly.

DECISION

I contacted our insurance broker to ask for clarification on whether Southborough Town Council is covered for fire damage relating to the allotments and bonfires/fires, should an incident occur. I sent a copy of the Allotment Terms and Conditions to the broker, explaining that bonfires are permitted at present, subject to the clauses in the document. Additionally, I advised that a supplementary leaflet to the Allotment Terms and Conditions was in the process of being designed, to provide common sense guidance on bonfires and to promote composting as much as possible (leaflet will be sent out with this meeting's agenda for review).

The matter was referred to the underwriters, as it is not a simple yes or no to cover. Their answer is as follows:

“There isn't a simple answer to this question. As with any liability claim, the specific circumstances of the incident will determine where the legal liability lies. The Council could be held liable if they have failed to address a known issue, for example, previous complaints, or fires, or known breaches of the T&C's where the Council have taken no action and could be alleged to have been negligent in permitting the activity to continue. So the Council need to take all reasonable steps to manage this issue.

The operator of the plot would not escape liability and if they have Public Liability cover, the Council could pursue the claim for recovery against any insurance that is in place. This would probably be a claim formed in contract i.e. a breach of the T&C's and would be difficult for them to escape liability.

The issue is whether the allotment holder has insurance and whether they invalidate their cover due to a breach of the T&C's. In all likelihood, the claim will involve the Council and we would evaluate their liability depending on the specific merits. We may be able to offer a defence if they have taken all reasonable steps to warn and evict tenants before. However, it may become even more complex if it were determined a strict liability is owed by the Council as they have invited the use of the land as an allotment and introduced the hazard i.e. Rylands v Fletcher.

We would expect the Council to require all allotment holders to hold a specific PL cover (there is an Allotment Association who could arrange this) or confirm that they have a household policy that covers their personal liability”.

To summarise, the Council could be held liable for any damage caused by bonfires, or fires of any kind, if we permit them in our Allotment Terms and Conditions. The insurer would only cover fire damage in very specific circumstances if we could prove certain points. The insurance underwriter advises that the Council should insist that all plot holders have their own Public Liability cover in place.

Wood Ovens/BBQs

Lastly, due to timing restrictions, the matter of BBQs/Wood Ovens was not addressed at the last Open Spaces Committee Meeting and I would ask that Members clarify their position on this also, so it can be made clear in the Allotment Terms and Conditions. As it also relates to fire, I would suggest the above report from the underwriter should be kept in focus regarding this issue also.

RECOMMENDED

Based on the insurance underwriter's response, I would recommend two potential courses of action. If Members want to keep the Allotment Terms and Conditions as they are, which is to permit bonfires, then the Council need to insist on Public Liability cover and plot holders would need to provide documentary proof that they have it. Plot holders can obtain Public Liability insurance cover through their own household policy, or it can be obtained by becoming a member of the NSALG (National Society of Allotment & Leisure Gardeners Ltd), as mentioned in the underwriter's response. The Public Liability cover requirement would need to be added to the Terms and Conditions and it should be stated that failure to have it in place will result in an immediate Tenancy Termination Notice. I would recommend adding a clause for immediate Tenancy Termination Notices in the case of serious health and safety breaches, as well as animal cruelty and general gross misconduct of behaviour. The issue we have is that the only time that we hear of breaches of the Terms and Conditions in relation to fires e.g. the recent report of an accelerant being used, is when disaster has been averted. If a bonfire gets out of control and there is damage to be claimed for, it will be after the event and too late for us to have taken any action, such as evicting the tenant. It should be noted that adding this requirement for Public Liability cover does have a knock-on effect to workload for the Administrative Team, who are understaffed at present.

In summary, the Council must either enforce the need for Individual Public Liability cover for all plot holders and add this to the Allotment Terms and Conditions or ban bonfires outright. A ban would require further discussion on promoting and assisting with alternative disposal methods, where feasible. I would recommend that BBQs/Wood Ovens be viewed in the same light as bonfires e.g. the Council either bans them outright or incorporates them into the Fire section with the same requirement for Public Liability cover. Obviously, Members could decide to ban BBQs/Wood Ovens but permit bonfires or ban both. The issue, as ever, is enforcement, but if we have taken sufficient action and insisted on Public Liability cover, we have covered the Council. I would recommend banning BBQs/Wood Ovens specifically, as this only complicates the matter further in terms of then needing to produce yet more guidance on what type of BBQ/Wood Oven is acceptable, plus the extra work of assessing equipment. The simpler the Allotment Terms and Conditions are, the better, especially bearing in mind the primary function remains cultivation and we have a small Administrative Team at present.

If Members decide to take no action based on this advice, the Council could be held fully liable if any fire-related incidences occur. Whilst the possibility of such an incident is remote, it is still possible, and Members need to be aware that this could involve large sums of money being claimed from the Council.

Carolyn Ripley
Office Administrator

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

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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Meeting ID: 856 4653 6227

Passcode: 020220

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