

# SOUTHBOROUGH TOWN COUNCIL

Tel: (01892) 529176



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

## OPEN SPACES & ENVIRONMENT COMMITTEE

2<sup>nd</sup> November 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 7<sup>th</sup> November 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](mailto:deputyclerk@southboroughcouncil.co.uk) or call 01892 529176.**

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

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### AGENDA

**TO: MEMBERS OF THE OPEN SPACES & ENVIRONMENT COMMITTEE:** Cllrs 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 3<sup>rd</sup> October 2023 were **APPROVED** at Full Council on 26<sup>th</sup> October 2023.

#### 5. INCOME AND EXPENDITURE

Council Members to review the previously supplied income and expenditure reports relating to Open Spaces for the period 1<sup>st</sup> – 30<sup>th</sup> September and 1<sup>st</sup> – 31<sup>st</sup> October 2023.

#### 6. CONFIDENTIAL MATTERS

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

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

These items are considered confidential for the following reasons (s).

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

##### a) CHARGES – PROPOSED INCREASES 2024-2025

**Council Members to discuss and decide if charges are to be increased for the following services. Any increases agreed will take effect from 1<sup>st</sup> April 2024, except in the case of allotments. I have summarised below but have attached current charges and calculated below a 6.7 % increase based on current inflation for your comparison.**

**Cemetery Charges** – Council Members to discuss a possible increase to the charges made within Southborough Cemetery. Please see the attached current charges and the charges assuming an increase of 6.7%. There is no VAT applicable here.

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

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

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

**An increase of 6.7% would increase the sums to:**

- Southborough Football Club £811.60
- Armada £811.60
- Tunbridge Wells Youth Football Club £3794.81

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

**Allotments** – As Members are aware, the Council must advise all Tenants of any increase one year in advance of the increase. If Members wish to increase the rents from 1<sup>st</sup> April 2025 that decision needs to be made now. No VAT is applicable.

The current cost is £6.65 per rod. The approved increase of 5% will take this to £6.98 per rod from 1<sup>st</sup> April 2024. At the Open Spaces & Environment Committee on 3<sup>rd</sup> October 2023, it was agreed that a higher percentage increase for allotments would be implemented to cover increasing water usage costs. As this increase will take effect from 1<sup>st</sup> April 2025, a 12% increase is recommended by the Finance Officer, which would take the cost to £7.81 per rod.

**Please see the previously supplied comparison information from the Office Administrator.**

**Common and Council Land Exercise Groups** – The current charge is £31.50 plus VAT and the proposed charge from 1<sup>st</sup> April 2024 with a 6.7% increase applied is £33.61 plus VAT.

**b) TENNIS CHARGES – 2024-2025**

Council Members to read the previously supplied report by the Deputy Town Clerk and to reach a decision accordingly. Matt Glazier of the LTA will be in attendance.

**c) FOOTPATHS ON PLAYING FIELDS ADJACENT TO YEW TREE ROAD ALLOTMENTS**

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

**d) PENNINGTON RECREATION GROUND – SECURITY/CCTV**

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

**e) PENNINGTON RECREATION GROUND – NEW SWINGS EQUIPMENT**

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

**f) HOLDEN POND – STAGE ONE REPORT/STAGE TWO REPORT**

Council Members to note the previously supplied report by the Deputy Town Clerk, plus update and next stage reports from Pete the Pond.

**g) WOLDINGHAM HOMES - COMMON LAND AT MODEST CORNER**

Council Members to read the previously supplied report by the Deputy Town Clerk and to reach a decision accordingly.

**Ms Carolyn Ripley  
Deputy Town Clerk  
2<sup>nd</sup> November 2023**

# Received Income Transactions

Start of year 01/04/23

received between 01/09/23 and 30/09/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
FPI04092390	04/09/23	322	STCA293	£22.16	£0.00	£22.16	203	Plot 90 Yew Tree
CC30082331	04/09/23	341	STCA288	£22.16	£0.00	£22.16	203	Plot 31 Ridgewaye
FPI0409233	04/09/23	359	STCA318	£39.79	£0.00	£39.79	203	Plot 3 Ridgeway
FPI OS SEP 23	04/09/23	361		£683.00	£0.00	£683.00	200/1	Rent
STR Sep 23	11/09/23	367		£170.92	£0.00	£170.92	200/3	Stripe Tennis courts
STR1 Sep 23	12/09/23	370		£2.88	£0.00	£2.88	200/3	Stripe Tennis courts
STR2 Sep 23	13/09/23	371		£2.16	£0.00	£2.16	200/3	Stripe Tennis courts
FPI14092352	14/09/23	376	STCA337	£39.79	£0.00	£39.79	203	Plot 52 Yew Tree
STR3 Sep 23	15/09/23	394		£2.16	£0.00	£2.16	200/3	Stripe Tennis courts
STR4 Sep 23	15/09/23	395		£2.16	£0.00	£2.16	200/3	Stripe Tennis courts
UKP Sep 23	18/09/23	396		£14.17	£0.00	£14.17	204/1	UK Power Networks Wayleave
STR5 Sep 23	18/09/23	397		£5.76	£0.00	£5.76	200/3	Stripe Tennis courts
STR6 Sep 23	18/09/23	398		£5.04	£0.00	£5.04	200/3	Stripe Tennis courts
FPI200923TW FC1	19/09/23	390	SCCSC341	£2,133.91	£355.65	£1,778.26	205/1	Tunbridge Wells Youth Football Club Lease Charge
STR7 Sep 23	19/09/23	401		£1.94	£0.00	£1.94	200/3	Stripe Tennis courts
FPI190923SF	19/09/23	405	STCCB343	£456.38	£76.06	£380.32	205/1	Southborough Football Club Land Hire
CC15092328a	20/09/23	393	STCA338	£39.90	£0.00	£39.90	203	Plot 28/28a Ridgewaye
FPI200923KC	20/09/23	400	STCCB339	£1.00	£0.00	£1.00	204/1	Wayleave
FPI200923AM	20/09/23	402	STTSC342	£300.00	£50.00	£250.00	205/1	Armada Football Club Land Lease Paid short still owes £158.38.
STR8 Sep 23	20/09/23	407		£1.94	£0.00	£1.94	200/3	Stripe Tennis courts
STR9 Sep 23	21/09/23	411		£1.44	£0.00	£1.44	200/3	Stripe Tennis courts
STR10 Sep 23	22/09/23	415		£1.44	£0.00	£1.44	200/3	Stripe Tennis courts
STR11 Sep 23	25/09/23	416		£1.44	£0.00	£1.44	200/3	Stripe Tennis courts
STR12 Sep 23	25/09/23	417		£3.60	£0.00	£3.60	200/3	Stripe Tennis courts
STR13 Sep 23	25/09/23	418		£7.20	£0.00	£7.20	200/3	Stripe Tennis courts
rent SEP 23SR	26/09/23	422		£598.00	£0.00	£598.00	201/1	Rent

# Received Income Transactions

Start of year 01/04/23

received between 01/09/23 and 30/09/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
FPI290923HP	29/09/23	399	STCCB340	£1,072.78	£0.00	£1,072.78	201/2	Henry Paul Funerals	Interment
FPI290923BM	29/09/23	426	STCCB351	£82.22	£0.00	£82.22	201/3	Burslem Memorials	Memorial
<b>Total</b>				£5,715.34	£481.71	£5,233.63			



# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/09/23 and 30/09/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
TRD Sep 23	01/09/23	440		£77.19	£12.87	£64.32	Trade UK	Waterproofs 249/4
BG1 SEP 23	01/09/23	441		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
D&G Sep 23	01/09/23	442		£15.41	£2.57	£12.84	D&G Appliance Plan	White goods Pennington 253/1
LR SEP 23	05/09/23	454		£6.00	£0.00	£6.00	Land Registry	Plans 255/1
BG5 SEP 23	07/09/23	462		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF1 SEP 23	12/09/23	477		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
LBBC SEP 23	15/09/23	380		£270.00	£45.00	£225.00	Trueplan Uk Limited	Land Survey 255/1
1845	15/09/23	448		£1,979.22	£329.87	£1,649.35	Foster Landscapes Ltd	Removal of broken slide 255/1
1846	15/09/23	449		£634.50	£105.75	£528.75	Foster Landscapes Ltd	Replace Gate 255/1
11/2023	15/09/23	456		£400.00	£0.00	£400.00	Wise Stonecraft	Grave Digging 257/11
74173	15/09/23	457		£417.00	£69.50	£347.50	Play Safety ROSPA	Playground Inspections 249/3
438870	15/09/23	459		£3,312.00	£552.00	£2,760.00	Pallet Handling Penshurst	Tennis court fence 255/1
W165604	15/09/23	463		£101.71	£16.95	£84.76	Kidman's Ltd	Equipment 249/4
W165763	15/09/23	464		£130.39	£21.73	£108.66	Kidman's Ltd	Equipment 249/4
3231	15/09/23	478		£552.00	£92.00	£460.00	Treework	Emergency works 249/1
461N	15/09/23	482		£144.00	£24.00	£120.00	SKF Contractors Ltd	Potholes Pennington Car Park 253/1
2462	15/09/23	494		£840.00	£140.00	£700.00	East Kent Recycling Ltd	Skip Hire 249/6
TWBC6 SEP 23	15/09/23	496		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4
LBBC OCT 23	16/09/23	504		£157.14	£26.19	£130.95	Earth Anchors	Bench fixings 255/1
BS2 Sep 23	21/09/23	506		£510.97	£0.00	£510.97	Business Stream - Southern Water	Water Under investigation 257/5
V1 SEP 23	28/09/23	515		£3,243.95	£540.66	£2,703.29	Veolia Uk Ltd	Waste removal 249/6
SEFe2 SEP 23	28/09/23	516		£14.71	£0.70	£14.01	SEFE	Cemetery 257/7
SEFe3 SEP 23	28/09/23	517		£58.64	£2.79	£55.85	SEFE	Cemetery 257/7
<b>Total</b>				<b>£13,381.17</b>	<b>£2,000.36</b>	<b>£11,380.81</b>		

# Received Income Transactions

Start of year 01/04/23.

received between 01/10/23 and 31/10/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details	
FPI021023BH	02/10/23	362	STCCB319	£868.48	£144.75	£723.73	204/2	Bright Horizons Bin Store	
FPI020923A1	02/10/23	406	STTSC342	£156.38	£26.06	£130.32	205/1	Armada Football Club Land Lease Paid short still owes £158.38.	
OR1	02/10/23	439		£0.05	£0.00	£0.05	204/1	Openreach Wayleave	
OR5	02/10/23	440		£0.10	£0.00	£0.10	204/1	Openreach Wayleave	
OR2	02/10/23	441		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
OR4	02/10/23	442		£0.15	£0.00	£0.15	204/1	Openreach Wayleave	
OR3	02/10/23	443		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
STR1 OCT 23	02/10/23	499		£8.64	£0.00	£8.64	200/3	Stripe Tennis courts	
FPI OS OCT 23	04/10/23	435		£683.00	£0.00	£683.00	200/1		Rent
FPI061023SK F	06/10/23	431	STCCB354	£3,090.60	£0.00	£3,090.60	201/2	Simple Kent Funerals Interment	
FPI061023B!	06/10/23	457	STCW01	£1.11	£0.00	£1.11	204/1	Barnardo's Wayleave from 01/04/21- 31/03/24	
FPI10102376a	10/10/23	419	STCA349	£16.62	£0.00	£16.62	203		Plot 76a Yew Tree
OR6	11/10/23	444		£0.15	£0.00	£0.15	204/1	Openreach Wayleave	
OR7	11/10/23	445		£0.25	£0.00	£0.25	204/1	Openreach Wayleave	
OR8	11/10/23	446		£0.05	£0.00	£0.05	204/1	Openreach Wayleave	
OR10	11/10/23	447		£0.15	£0.00	£0.15	204/1	Openreach Wayleave	
OR11	11/10/23	448		£0.10	£0.00	£0.10	204/1	Openreach Wayleave	
OR12	11/10/23	449		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
OR9	11/10/23	450		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
OR13	11/10/23	451		£0.05	£0.00	£0.05	204/1	Openreach Wayleave	
OR114	11/10/23	452		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
OR115	11/10/23	453		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
OR16	11/10/23	454		£0.37	£0.00	£0.37	204/1	Openreach Wayleave	
OR17	11/10/23	455		£0.75	£0.00	£0.75	204/1	Openreach Wayleave	
FPI12102328	12/10/23	463	STCA362	£13.85	£0.00	£13.85	203		Plots 28a,28d
UKP2	13/10/23	464		£17.66	£0.00	£17.66	204/1	UK Power Networks Wayleave	
UKP1	13/10/23	465		£13.13	£0.00	£13.13	204/1	UK Power Networks Wayleave	



# Received Income Transactions

Start of year 01/04/23.

received between 01/10/23 and 31/10/23, for the Open Spaces & Environment Committee

Paying	Received	Tn no	Invoice	Gross	Vat	Net	Heading	Details
OR18	13/10/23	466		£0.50	£0.00	£0.50	204/1	Openreach Wayleave
OR19	13/10/23	467		£0.05	£0.00	£0.05	204/1	Openreach Wayleave
OR20	13/10/23	468		£0.10	£0.00	£0.10	204/1	Openreach Wayleave
OR21	13/10/23	469		£0.37	£0.00	£0.37	204/1	Openreach Wayleave
OR22	13/10/23	470		£0.05	£0.00	£0.05	204/1	Openreach Wayleave
OR23	13/10/23	471		£0.05	£0.00	£0.05	204/1	Openreach Wayleave
OR24	13/10/23	472		£0.05	£0.00	£0.05	204/1	Openreach Wayleave
OR25	13/10/23	473		£1.50	£0.00	£1.50	204/1	Openreach Wayleave
OR26	13/10/23	474		£0.37	£0.00	£0.37	204/1	Openreach Wayleave
OR27	13/10/23	475		£0.50	£0.00	£0.50	204/1	Openreach Wayleave
OR28	13/10/23	476		£0.37	£0.00	£0.37	204/1	Openreach Wayleave
OR29	13/10/23	477		£0.75	£0.00	£0.75	204/1	Openreach Wayleave
OR30	13/10/23	478		£0.75	£0.00	£0.75	204/1	Openreach Wayleave
OR31	13/10/23	479		£0.05	£0.00	£0.05	204/1	Openreach Wayleave
OR32	13/10/23	480		£0.75	£0.00	£0.75	204/1	Openreach Wayleave
OR33	13/10/23	481		£0.37	£0.00	£0.37	204/1	Openreach Wayleave
FPI161023OM	16/10/23	425	STCCB348	£113.40	£18.90	£94.50	205/2	Land Hire
CHQ101423	17/10/23	433	STCCB356	£65.00	£0.00	£65.00	201/4	Transfer Orf Rights
FPI19102387a	19/10/23	498	STCA370	£13.85	£0.00	£13.85	203	Plot 87a Yew Tree
CC171023EM	20/10/23	432	STCCB355	£65.00	£0.00	£65.00	201/4	Transfer Orf Rights
rent OCT 23SR	25/10/23	507		£598.00	£0.00	£598.00	201/1	Rent
CC251023IPW	30/10/23	504	STCCB379	£65.00	£0.00	£65.00	201/4	Transfer of Rights
FPI311023BM	31/10/23	500	STCCB376	£97.29	£0.00	£97.29	201/3	Burslem Memorials Memorial
<b>Total</b>				<b>£5,897.98</b>	<b>£189.71</b>	<b>£5,708.27</b>		

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 01/11/23, for the Open Spaces & Environment Committee

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details	Heading
461N	02/10/23	512		£908.10	£151.35	£756.75	SKF Contractors Ltd	Sinkhole repairs Pennington 253/1
466N	02/10/23	513		£582.00	£97.00	£485.00	SKF Contractors Ltd	Pothole repairs Commons Car Park 254/1
0780	02/10/23	514		£813.00	£0.00	£813.00	HDH Electrical Ltd	Emergency Electrical works 257/2
75107	02/10/23	520		£108.00	£18.00	£90.00	Play Safety ROSPA	Playground Inspections 249/3
12/2023	02/10/23	522		£800.00	£0.00	£800.00	Wise Stonecraft	Grave Digging 257/11
TRD OCT 23	02/10/23	572		£53.96	£8.99	£44.97	Trade UK	Waterproofs 249/4
D&G OCT 23	02/10/23	573		£15.41	£2.57	£12.84	D&G Appliance Plan	White goods Pennington 253/1
BG1 OCT 23	02/10/23	574		£33.94	£5.66	£28.28	British Gas	Home cover - 7112 253/1
EDF6 SEP 23	03/10/23	576		£44.36	£2.11	£42.25	Edf Energy	Elec ST peter's Church - 420 258/3
BG5 OCT 23	09/10/23	575		£36.40	£6.07	£30.33	British Gas	Home cover - 7356 257/2
EDF8 Oct 23	11/10/23	570		£127.00	£6.05	£120.95	Edf Energy	Elec Pavilion 161 253/4
EDF6 SEP 23	11/10/23	571		£16.00	£0.76	£15.24	Edf Energy	Elec ST peter's Church - 420 258/3
27	13/10/23	524		£1,584.00	£264.00	£1,320.00	Pierson Agriculture	Hedge Cutting 255/1
1562	13/10/23	525		£95.00	£0.00	£95.00	Mr M Baker	Bungalow Maintenance 253/6
W166164	13/10/23	532		£434.21	£72.37	£361.84	Kidman's Ltd	Strimmer 249/4
W166072	13/10/23	533		£63.08	£10.51	£52.57	Kidman's Ltd	Tool Repairs 249/4
W166037	13/10/23	534		£86.11	£14.35	£71.76	Kidman's Ltd	Mower Repairs 249/4
LBBC OCT 23	16/10/23	505		£84.97	£14.16	£70.81	British Legion Poppy Appeal	Wreaths 254/2
TWBC6 OCT	16/10/23	548		£319.00	£0.00	£319.00	Tunbridge Wells Borough Council	Council Tax Cemetery 257/4
LBBC OCT 23	16/10/23	549		£276.00	£46.00	£230.00	Trueplan UK Limited	Land Survey 255/1
BS1 OCT 23	17/10/23	562		£154.65	£0.00	£154.65	Business Stream - Southern Water	Water 253/3
CW1 OCT 23	17/10/23	564		£55.95	£0.00	£55.95	Castle Water SE	Watter Allotments 250/2
CW2 OCT 23	17/10/23	565		£21.76	£0.00	£21.76	Castle Water SE	Watter Allotments 250/2
37597	26/10/23	578		£1,928.00	£0.00	£1,928.00	Quality Sussex Plants	Winter Bedding 249/2
26539	26/10/23	579		£336.00	£56.00	£280.00	Weed Management	Knotweed Spraying 249/2
5939	26/10/23	580		£289.43	£48.24	£241.19	Wells Spa	Bungalow Shower replacement 253/6
3316	26/10/23	582		£216.00	£36.00	£180.00	Treework	Emergency works 249/1

# Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/10/23 and 01/11/23, for the Open Spaces & Environment Committee

Payment									
Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Details		Heading
1559	26/10/23	583		£180.00	£0.00	£180.00	Mr M Baker	Bungalow Maintenance	253/6
439186	26/10/23	585		£732.00	£122.00	£610.00	Pallet Handling Penshurst	Cemetery fence	257/2
SEFe2 OCT	27/10/23	599		£14.28	£0.68	£13.60	SEFE	Cemetery	257/7
SEFe3 OCT	27/10/23	601		£70.38	£3.35	£67.03	SEFE	Cemetery	257/7
V1 OCT 23	30/10/23	603		£2,207.78	£367.96	£1,839.82	Veolia UK Ltd	Waste removal	249/6
<b>Total</b>				£12,686.77	£1,354.18	£11,332.59			