

Minutes of the **OPEN SPACES COMMITTEE** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 28 September 2020** at 3:00pm.



Councillors Present:

Cllr S Sharp (Chair)
Cllr C Snow

Cllr A Gaukroger
Cllr N Stratton

Apologies:

Cllr P Gillan (Vice-Chair)

Cllr M Weaver

Also in attendance:

Helen Munro (Clerk)

Yvette Allen (Deputy Clerk)

OS20/21. **APOLOGIES FOR ABSENCE.** Apologies were received and accepted from Cllrs Gillan and Weaver.

OS20/22. **DECLARATIONS OF INTEREST.** There were none.

OS20/23. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

OS20/24. **CLERK'S REPORT.** The following report was **noted**:

- a. Litter bin in the High Street – following objections from neighbours, it was agreed to install the bin by the bus shelter further down the High Street. This has now been installed.
- b. Telephone Box on the Village Green – BT have now applied to remove the phone box and will not be refurbishing it. An expression of interest has been made and BT will contact the Council in due course to progress the adoption.
- c. Floral Display – flower bed on the Village Green – on hold.
- d. The Coppice - the area is being regularly monitored by staff. Currently the area appears to be less problematic.

OS20/25. **OPEN SESSION.** There were no members of the public present.

Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press were excluded from the meeting for the next item of business on the grounds that it will involve the likely disclosure of exempt information at 15:05.

OS20/26. **DRAFT LOCAL PLAN.** The update was noted and responses to the queries raised would be recommended to Full Council at their next meeting.

The meeting was reopened to the press and public at 15:30.

OS20/27. **PEMBURY BURIAL GROUNDS.**

- a. The Terms and Conditions of the Burial Grounds were considered. It was **RESOLVED** that the amendments be approved.
- b. A report into continuing to allow plot reservations was circulated and discussed. It was **RESOLVED** that no one outside Pembury would be able to reserve a plot. Residents of Pembury would be limited to reservations for up to 2 plots only. The terms and conditions would be amended to reflect this change.
- c. A request to pay for a reservation by instalments was discussed. It was **RESOLVED** that this be permitted. The Exclusive Grant of Burial would not be issued until payment was received in full. In the event that a refund is later requested, an administration charge would be levied.
- d. Memorial Benches:
 - i. A request for a memorial bench at Old Church was considered. It was **RESOLVED** that this be approved.
 - ii. A recommendation on the type of bench offered and fees was discussed. It was **RESOLVED** that this be approved.
 - iii. It was agreed that future requests for memorial benches be delegated to the Clerk within agreed parameters. These would be reported and discussed at the next committee meeting.
- e. Burial fees for 2021-22 were considered. It was **RESOLVED** that there would be no changes made.
- f. Signage – signage at the burial ground was considered and this item would be deferred to the next meeting.

OS20/28. **OLD CHURCH.** Kent Wildlife Trust confirmed their recommendation that the graveyard would continue its status as a Local Wildlife Site. This was **noted**.

OS20/29. **ALLOTMENTS.**

- a. Allotment rents for 2022-23 were considered. It was **RESOLVED** that there would be no changes made.
- b. Amendments to the Conditions of Tenancy were considered. It was **RESOLVED** that the final version be emailed to committee members for their final approval.

OS20/30. **LOWER GREEN RECREATION GROUND.** To consider:

- a. Sports pitch fees for 2021-22 were considered and increases agreed by **RESOLUTION**.
- b. The annual playground RoSPA inspection was **noted**.
- c. Quotes for playground repairs and safety surfacing following the Annual Playground Inspection were discussed. The quotes received were more than the available budget. It was agreed that replacement safety surface was a high priority. Therefore, it was **RESOLVED** to recommend to the Finance & HR Committee that £500 be vired from the additional litter bin project. It was **RESOLVED** that the final decision to appoint contractors be delegated to the Clerk in consultation with the Committee by email once the final quotes were available and necessary vires agreed.
- d. A new picnic bench for the playground was discussed. It was **RESOLVED** that the Committee's priority was the safety surfacing and therefore this would be deferred and a request to vire the funds to the safety surfacing made to the Finance & HR Committee.
- e. A request to allow Cardio Tennis was discussed. It was **RESOLVED** that this be permitted for a trial period only for 1 hour per week. No music would be permitted.
- f. A request to apply for temporary Membership with the Lawn Tennis Association was discussed. It was **RESOLVED** that this would not be permitted.

OS20/31. **WOODSIDE PLAYING FIELDS.** A request to install memorial benches adjacent to the pitches was discussed. It was **RESOLVED** to permit the installation of the benches. The benches would remain in the ownership of the tenant and they would be expected to maintain them accordingly.

OS20/32. **BUDGET 2021-22.** It was **RESOLVED** that the wish list for 2021-22 would be agreed by email for recommended to Full Council. The Clerk was asked to list current committee projects and initial project suggestions for further discussion by email.

OS20/33. **COMMUNITY GARDENING.** The future involvement of the Parish Council in community gardening projects was discussed. It was **RESOLVED** that this needed further discussion and an informal meeting would be arranged prior to bringing the recommendation to the next Committee meeting.

It was **RESOLVED** that £60 be donated to the Community Gardening Group to help fund the planting in the centre of the village.

OS20/34. **LITTER PICK.** It was reported that the Rapid Relief Team would not be available to assist with a litter pick at this time. It was **RESOLVED** that due to the current restrictions, this is deferred.

OS20/35. **NEW PROJECTS.** To receive update and agree next steps.

- a. Old Coach Road – pond dipping platform – it was reported that grant funding was no longer available for this project. It was therefore agreed to put the project on hold at present. It was also reported that the pond needed some clearance work and office staff would liaise with the volunteer group.
- b. Floral display on the Village Green – this item would be added to the informal meeting arranged to discuss Community Gardening.
- c. Pembury Rocks and NHS display – it was **RESOLVED** that Cllr Weaver be asked to lead on this project and present an action plan for the next committee meeting.
- d. Graffiti Wall – this item was deferred

OS20/36. **RISKS.** No new risks had been identified.

OS20/37. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** A query about the Remembrance Sunday service was raised. It was reported that the office was liaising with the church and uniformed groups and awaited further guidance. This would be discussed further by the Communications & Events Committee at their next meeting.

Concern was raised about the large remit of the committee and the length of meetings. It was agreed that an increase in the number of meetings be considered and the Clerk would put together suggestions for further consideration.

There being no other business, the meeting closed at 17:04.

Signed: _____ Date: _____
Chairman