

Minutes of the **OPEN SPACES COMMITTEE** held at Pembury Parish Council offices on **Monday 10 October 2022** at 3pm.



**Councillors Present:**

Cllr P Gillan (Chair)  
Cllr A Birch  
Cllr J Webster

Cllr C Snow (Vice-Chair)  
Cllr K Brooks

**Absent:**

Cllr M Weaver

**Officers present:**

Helen Munro (Clerk)  
Yvette Allen (Deputy Clerk)

22/187. **APOLOGIES FOR ABSENCE.** There were no apologies.

22/188. **DECLARATIONS OF INTEREST.** There were no declarations of interest.

22/189. **MINUTES.** The minutes from the committee meeting held on Monday 18 July 2022 were approved and signed by the Chair as an accurate record.

22/190. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

22/191. **CLERK'S REPORT.** The following report was **noted**:

- a. Skate Park. No progress has been made to date.
- b. Climbing Frame. No progress has been made to date.
- c. Cemetery Software. Epitaph Software has been purchased and training received. There is one more training session booked, and ongoing support is part of the package.
- d. Allotment Taps. Work to upgrade five taps has been completed. Two quotations for the work on taps 3 – 4 have been received.
- e. Lower Green Recreation Ground Perimeter Path. No progress has been made to date.
- f. War Memorial plaque at the Primary School. An A3 plaque costing £75 is to be ordered to explain why the old War Memorial plaques are affixed to the school wall and a design and wording have already been agreed.

22/192. **OPEN SESSION.** There was none.

22/193. **ALLOTMENTS.**

- a. The format and date for a rescheduled informal meeting with allotment tenants was discussed. It was **RESOLVED** that the meeting be held in the Pavilion on the afternoon of Saturday 19 November. Room availability would be checked and confirmed with committee members.
- b. Quotes to install pipework along the top of the site were circulated. It was **RESOLVED** that DTH Plumbing be appointed to undertake the works for £2,200.
- c. Following a resident's request, the need for more allotment taps in the middle of the site was discussed. It was agreed that quotes be obtained and advice on water pressure considered before a decision is taken.

22/194. **TENNIS COACHING – REVIEW.**

- a. An update on the meeting to review the tennis coaching was noted.
- b. The specification for suggested improvement works to the tennis court surface was discussed. It was **RESOLVED** to recommend to Full Council that the specification be upgraded to include chemical treatment to remove moss and algae, minor repairs, thorough clean and installation of an anti-slip coating and white lines. Additional unbudgeted costs of approximately £6,000 to be covered by grant funding, crowd funding and sponsorship.

22/195. **NEW DOG WASTE BIN.** It was reported that the landowner of the preferred site continued to ignore requests to discuss locating the dog bin on their land. It was **RESOLVED** that an alternative site, on the verge on Henwood Green Road junction with Sweeps Close, be progressed. The landowner, Kent County Council had already approved the location. It was **RESOLVED** that a consultation be undertaken with nearby residents prior to installation.

22/196. **LOWER GREEN RECREATION GROUND.**

- a. The annual RoSPA report and recommendations were noted. The one item of high risk had been immediately repaired.
- b. Quotes for work needed from the RoSPA report and subsequent repairs required were circulated. It was **RESOLVED** to appoint Capel Groundcare to undertake the works for repairing the single point

swing for £112.05, the adult gym skier for £991.90 and replace the playground gate for £579.00.

- c. A quote to develop the wildflower area further was circulated and considered. As there was no budget for this work it was agreed to put it onto the wish list for the 2023/24 budget.
- d. Publicising the table tennis tables was discussed. It was agreed that an article would be included in the Spring edition of the PVN to promote its use. Local community groups would also be encouraged to use the tables.

22/197. **BURIAL GROUNDS**

- a. A report to appoint an external contractor to carry out memorial inspections was considered. It was agreed that the office would liaise with other local councils about their contractors.
- b. The action plan for managing Lower Green Burial Ground was noted.

22/198. **GENERAL OPEN SPACES**

- a. Requests to plant a commemorative tree for the late Queen Elizabeth II on the Village Green were discussed. It was **RESOLVED** to recommend to Full Council that an English oak be planted on the village green, on the corner by the shops. Decorative protection and a plaque would also be required. Costs to be investigated and reported to Full Council.
- b. Options for edging the war memorial area exposed by the removal of the box hedging were discussed. There was concern about the stability of the existing slabs. It was agreed that other quotes would be obtained and added to the wish list for the 2023/24 budget. A temporary solution would be installed ready for Remembrance Day 2022.
- c. The annual tree survey and quotes for work were circulated and discussed. The total cost of the work required was £14,000. It was **RESOLVED** that minor works would be undertaken by the groundsmen and volunteer group saving £835.65. Urgent work costing £2,664.50 would be scheduled at the earliest opportunity. Work to be done within the next 6 months would be split. Work to various sites totalling £3,561.25 would be done before the end of the financial year 2022/23. Work to trees in the Old Coach Road totalling £6,939.50 would be undertaken at the beginning of the financial year 2023/24.

- d. Quotes for replacement tractor tyres were circulated and considered. It was **RESOLVED** to appoint Kidmans to supply and fit the tyres for £1,611.60.
- e. Moving the village hall noticeboard to a more visible location was raised. After discussion it was agreed that a new notice board, similar to the one by the school, would be added to the wish list for the 2023/24 budget. The new notice board to be sited on the Village Green.

22/199. **SECTION 106.** A report on meetings with local sports groups and improvements to sports facilities required was noted.

22/200. **BUDGET 2023-24.**

- a. A wish list for projects for 2023-24 was considered. The following projects would be put forward for further discussion:
  - i. Additional Tree budget
  - ii. Special tree project – information with QR Codes
  - iii. Buddy bench by tennis courts
  - iv. Replacement garage in Lower Green Recreation Ground
  - v. Replacement wet pour in central area of playground – £5,000
  - vi. Memorial inspections
  - vii. New floral display at burial ground
  - viii. Replacement toilet and sink at depot
  - ix. Fruit tree avenue plus plaque in the meadow in Lower Green Recreation Ground to commemorate King Charles’ coronation. A local apple grower to be approached for advice.
  - x. Wildflower meadow seed sowing - £350
  - xi. War Memorial paving refurbishment – falls under Planning and Highways Committee.
  - xii. War Memorial clean – falls under Planning & Highways Committee.
  - xiii. New notice board on the Village Green - £1,000
- b. Burial fees for 2023-24 were considered. It was **RESOLVED** to approve the fees. New prices were listed in Appendix 1.
- c. Sports pitch fees and rents for 2023-24 were considered. It was **RESOLVED** to approve the fees. New prices were listed in Appendix 1

- d. Allotment fees for 2023-24 were considered. It was **RESOLVED** to approve the fees of £45 for a full plot and £22.50 for a half plot.

22/201. **RISKS.** No new risks had been identified.

22/202. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** It was suggested that maps to be sold at local community cafes and at community group meetings. This would be trialled.

22/203. **MEETING DATES.** A number of members were unable to attend the next scheduled meeting on 28 November 2022. The office would rearrange the meeting.

There being no other business, the meeting closed at 16:45pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

### **Burial Fees 2023/24**

#### **Grant of Exclusive Right:**

For the Exclusive Right of Burial in a site for up to 75 years - 6'6" x 3'	£630
For the Exclusive Right of Burial of Cremated Remains in the designated Cremation area for up to 75 years	£300

#### **Administration:**

A child whose age at the time of death did not exceed 16 years	£60
A person whose age at the time of death exceeded 16 years	£105

<b>Transfer of Exclusive Right of Burial</b>	£85
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#### **Permits for Memorials, Gravestones and Tablets:**

A flat stone / kerbstone not exceeding 6ft 6in x 3ft	£160
A headstone not exceeding 4ft in height	£130
A vase or tablet not exceeding 18in	£85
The fees indicated above include the first inscription	
For each additional inscription	£85

#### **Gravedigging Charges:**

Cremated remains – single depth	£190
Cremated remains – double depth	£210
Full burial - single depth	£450
Full burial - double depth grave	£500

#### **Memorial Plaque for the Memorial Wall:**

Memorial Plaque	£160
Memorial Plaque with photo	£210
Reservation of Brick space	£80

The above fees apply to a person who was a parishioner of Pembury at the time of death. The fees will be doubled where the deceased did not live in Pembury. If the deceased had only moved to Pembury to go into a Care Home this will not be counted as being a resident. WE NO LONGER ALLOW BURIALS/INTERMENTS OF ASHES FOR NON-PEMBURY RESIDENTS BUT WILL HONOUR EXISTING RESERVATIONS.

### **Sports Pitch Fees and rents 2023/24**

Woodside Playing Fields annual fee	£2,825
Lower Green Recreation Ground annual pitch hire	£575
Bowls Club annual rent	£10
Scouts & Guides annual rent	£213
Tennis Court hourly hire	£5.75