

To all Members of the Open Spaces Committee

Cllrs Barrett, Gillan, Snow, Weaver & Webster



You are hereby summoned to attend a meeting of the **OPEN SPACES COMMITTEE** at the Parish Office, Lower Green Recreation Ground, Pembury, TN2 4DZ on **Monday 24 June 2024 at 3:00pm.**

H Munro

Helen Munro

Parish Clerk

Date of Issue: 18 June 2024

Members of the Public and Press are welcome to attend

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **MINUTES.** To approve minutes from the committee meeting on 15 January 2024 for approval and signature.
4. **CHAIRMAN'S ANNOUNCEMENTS.** To receive announcements.
5. **CLERK'S REPORT.** To receive report and update on previous actions.
6. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#).

7. **BURIALS & BURIAL GROUNDS.**
 - a. To consider recommendation from the Finance & HR Committee regarding memorial sizes and changes to memorial policy needed for recommendation to Full Council.
 - b. To consider request to reserve a burial plot adjacent to an existing plot.

8. **LOWER GREEN RECREATION GROUND.**
 - a. To consider correspondence from resident about a skate park.
 - b. To receive report on improvements to the Recreation Ground for comment.
 - c. To consider recommended next steps for a new climbing frame funded by section 106 payment.
 - d. To consider suggestion to add permanent goals for informal play and funding options for recommendation to Full Council.
 - e. To consider quote for the removal of graffiti.
 - f. To consider recent anti-social behaviour issues and possible solutions.

9. **CORONATION GARDENS.** To receive recommendation from the Climate & Environmental Action Working Group to create a wildflower meadow.

10. **RISKS.** To consider any new risks affecting the Council and actions required.

11. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** For information only.

12. **MEETING DATES.** 30 September 2024 at 3pm – Parish Office Meeting Room.

Minutes of the **OPEN SPACES COMMITTEE** held at Pembury Parish Council offices on **Monday 15 January 2024** at 3:24pm.



Councillors Present:

Cllr D Reilly (Vice-Chair)
Cllr M Barrett

Cllr M Weaver
Cllr J Webster

Apologies:

Cllr C Snow (Chair)

Officers present:

Helen Munro (Clerk)

23/365. **CHAIR.** Cllr Reilly took the Chair in Cllr Snow's absence.

23/366. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllr Snow. The reason given was accepted.

23/367. **DECLARATIONS OF INTEREST.** There were none.

23/368. **MINUTES.** The minutes from committee meetings held on 25 September 2023 and 6 November 2023 were approved and signed by the Chair as an accurate record.

23/369. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.

23/370. **CLERK'S REPORT.** The following report was **noted**:

- a. Dog Bins. The request had been escalated to the Chief Executive previously, but no response had been received. Consideration of abandoning the project to be added to next committee meeting.
- b. Burial Ground. The Community Warden has been working with the person in question and a solution has been agreed.
- c. War Memorial Plaque. Cleaning of the sloping plaque by the Groundsmen was unsuccessful. It was suggested that the Commonwealth War Graves Commission might be able to help.
- d. Lower Green Cemetery. Slight changes to the grass management to be introduced from April 2024.
- e. Shipping Container. No further work has been done on this project due to workload issues.

23/371. **OPEN SESSION.** There was no one to speak.

23/372. **BURIALS.**

- a. The draft Memorial Policy was reviewed, and it was **RESOLVED** to recommend it to Full Council.
- b. It was reported that a number of memorials had failed the recent inspection. Failed memorials had all been staked and banded to ensure they were temporarily safe. Grave owners had been contacted where possible and they would appoint a stonemason to undertake the necessary remedial work themselves.

This leaves 23 memorials that need attention to be funded by the Parish Council. One quote for £8,050 had been obtained and another is awaited. It was **RESOLVED** that once the additional quote has been obtained, a recommendation should be made to Full Council for the work to go ahead and be funded by General Reserves.

23/373. **OLD CHURCH.** Quotes for a replacement tarmac path to both sides of Old Church were considered. It was **RESOLVED** to appoint Contractor C, SKF Contractors at a cost of £5,632 plus VAT.

23/374. **CORONATION FRUIT TREE AVENUE.** Volunteers were thanked for helping plant the trees. A plaque has been purchased and would be erected next to the trees.

23/375. **LOWER GREEN RECREATION GROUND.**

- a. Quotes for new lines on the Multi-Use Games Area were considered. It was **RESOLVED** to appoint Contractor A, Capel Groundcare at a cost of £612.56.
- b. Quotes for playground repairs raised in the RoSPA Report were considered. It was **RESOLVED** to appoint Contractor A, Capel Groundcare at a cost of £4,411.33. It was agreed that the work to the single point swing would be deferred until April 2024 due to budget constraints.
- c. Following a request from a resident, research had been undertaken into playground shading options. Options for a pergola, gazebo and sail were presented. Costs were between £2,000 and £16,000 plus VAT but there were no Parish Council funds available for this project at present. It was **RESOLVED** that this will not be progressed due to the budgetary constraints but would be kept for future consideration. An update to be sent to the resident.
- d. The next steps for a new climbing frame funded by Section 106 payment were discussed. It was agreed that a site visit for Lower

Green Recreation Ground would be arranged to discuss requirements further and added to the next committee agenda.

23/376. **MEETING WITH TUNBRIDGE WELLS BOROUGH COUNCIL (TWBC).** The update TWBC had given on Snipe and Baset Woods was noted. They are exploring option to lease Marshleyharbour Woods to a third party which could include the Parish Council. Further information had been requested and would be discussed again at the next committee meeting. Full Council to be informed of the matter at their next meeting.

23/377. **SECTION 106.** The following projects were suggested to be included in future Section 106 requests:

- Children's playground improvements and enhancements
- Skate Park
- Allotments
- Extension to the burial ground
- Quiet garden
- Public toilet in Lower Green Recreation Ground
- Old Coach Road improvements
- Biodiversity projects: allotment pond, bee houses etc at Lower Green Cemetery, improvements to Coronation Gardens.

Further research to be undertaken and suggestions to be discussed at the next Committee meeting.

23/378. **TREES.** The annual visual tree assessment was received and noted. Quotes for recommended work were considered. It was **RESOLVED** that the Living Forest be appointed at a cost of £8,078.50. £372 to be spent in 2023/24 and remaining works to be done in 2024/25.

23/379. **LITTER PICK.** It was agreed that the 2024 community litter pick events would be held on 23 March, 15 June (during the Big Green Week) and 28 September.

23/380. **GROUNDS MAINTENANCE RENEWALS.**

- a. Quotes to purchase an additional battery for electric grounds maintenance equipment were considered. It was **RESOLVED** that Contractor B, Kidmans be appointed at a cost of £209 plus VAT.
- b. Quotes to replace the damaged bollard near the pavilion were considered. It was **RESOLVED** that Contractor B, Capel Groundcare be appointed at a cost of £507.75.

23/381. **RISKS.** No new risks had been identified.

23/382. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** Concern about bark growing over plaques on trees on Village Green was raised. Cllr Webster agreed to look at the issue and advise accordingly.

23/383. **MEETING DATES.** The date of **11 March 2024** for the next Open Spaces meeting was noted.

There being no other business, the meeting closed at 16:35pm.

Signed: _____ Date: _____
Chairman

Report to: Open Spaces Committee
Date: 24 June 2024
By: Helen Munro – Clerk
Subject: Clerk’s Report
Summary: To receive update on outstanding actions since the last Open Spaces Committee meeting

Decision/s Required: To note report

1. Shipping Container

No further work has been done on this project due to workload issues.

2. Memorials

Urgent work to memorials in Lower Green Cemetery has been completed. Work to remaining memorial repairs required will be scheduled in in due course.

3. Tunbridge Wells Borough Council – Marshleyharbour Woods

No further progress has been reported.

4. Litter pick

The next litter pick is scheduled on Saturday 28 September 2024. The Rapid Relief Team and We Waste Ltd will attend.

Report to: Open Spaces Committee
Date: 24 June 2024
By: Helen Munro (Clerk)
Subject: Height of future memorials

Decision/s Required: To consider reducing the height of future memorials

1. Introduction

Following a memorial inspection of the three burial grounds, twenty three memorials were found to be unsafe. A local contractor has been appointed to repair the memorials over this financial year and 2024/25 at a cost of £1,470.

2. Recommendation from Finance & HR Committee

Due to the costs involved and the fact that the cost falls to the Parish Council when original grave purchasers cannot be traced, an idea was put forward by the Finance & HR Committee to consider limiting the height of future memorials to 60cm.

Memorials under 60cm are not considered to be a risk.

3. Recommendation

There are some concerns about this as it might be unpopular with residents. There is far less choice and the feasibility of putting two lots of names on a memorial of this size would be limited. For discussion.

Hi there,

I hope this message finds you well.

I am writing to inquire about the current plans for our village skatepark. The park has had the same two small ramps for at least ten years, and many in the community, particularly the younger residents, feel it could benefit from some updates or expansions.

During a conversation with a Liberal Democrat candidate for the upcoming local elections, it was mentioned that apart from the youth club , which serves those aged 14 and under, there are few activities available for older teens. Given this, expanding or enhancing the skatepark could offer a valuable outlet for the older youth in our village, providing them with a place to gather, be active, and socialize.

I believe that investing in the skatepark would be a positive step in addressing the recreational needs of our community and supporting the well-being of our youth which I feel has been neglected.

Thank you for considering this suggestion. I look forward to any updates or plans you might share regarding this matter.

Best regards,

Lower Green Recreation Ground Development / Improvements

February 2024



AREA A



Area A is a large area with existing equipment as follows:

- Single Point Swing – with wet pour safety surface
- Multiplay senior – with wet pour safety surface
- Youth shelter – on tarmac
- Fit point – on tarmac
- Boulders – on tarmac
- Boulders – on grass

There is ample space for additional equipment.

Assessment of existing equipment

EQUIPMENT	Comments	Recommendation
Single Point Swing	Well used / popular	Keep
Multiplay senior	Well used / popular	Keep
Youth shelter	Well used / popular	Keep
Fit point	Old / rarely used	Remove
Boulders	Rarely used	Move to another location

Recommendation

- Keep well used and popular existing equipment
- Remove the fit point and use the space for additional equipment
- Remove the boulders and move to make way for additional equipment
- Install the climbing frame (funded by Sturgeon's S106) in the grass opposite the Multiplay Senior to keep away from neighbouring houses.
- Sufficient room for 3 other large pieces of equipment from future S106 funding.
- Consider moving the table tennis tables into this area as it should be more sheltered. Tables are not fixed but are very heavy.
- Include a re-routed tarmac path away from the corner so there is more room for play equipment.

AREA B



Area B has an area of tarmac and some underused small skate ramps and a perch seat. This area has previously been considered for a skate park but there are concerns that it may encourage anti-social behaviour and be more of a nuisance to neighbouring properties than other options.

Recommendation

- Replace all equipment and consider putting in a pump track funded by future Section 106 funding. An example of a pump track installed by Snodland Town Council is below



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- A re-routed tarmac path would be required so there is more room for the pump track area.

AREA C



Area C is the Multi Use Games Area (MUGA). It is well used by children and adults alike. New painted pitch markings have been approved and are due to be added when weather conditions permit.

Recommendation

- Consider adding target games onto the MUGA fencing funded by Section 106 funding. Example options can be seen here: <https://playinnovation.co.uk/target-games/>

AREA D



Area D is the adult gym and table tennis tables. The gym equipment is regularly used by children and adults alike. However, the tarmac is in poor condition and a new surface to be considered.

Recommendation

- Consider additional pieces of gym equipment
- Consider moving the table tennis tables down to Area A
- Consider replacing the surface as the current tarmac is poor.

AREA E



Area E includes the existing playground and climbing frame. The existing equipment is as follows:

EQUIPMENT	Comments	Recommendation
Climbing Frame	Recently refurbished. Well used / popular	Keep
Pirate Ship	Well used / popular Problems with safety surface	Keep equipment Consider replacing safety surface
Cradle Swings	Well used / popular	Keep
Flat swings	Well used / popular	Keep
Dish roundabout	Consult with residents to find out their views	Consult with residents
Talk tubes	Consult with residents to find out their views	Consult with residents
Multiplay junior	Well used / popular	Keep
Roundabout	Consult with residents to find out their views	Consult with residents
Stand up seesaw	Consult with residents to find out their views	Consult with residents
Overhead rotator	Consult with residents to find out their views	Consult with residents
Single Point Swing	Well used / popular	Keep

Activity Trail	Consult with residents to find out their views	Consult with residents
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The playground includes a fenced picnic area.

Recommendation

- Consult with residents about the popularity of specific pieces of equipment in the playground to find out if any should be removed and replaced.
- Consult with residents about providing more shade in the picnic area.
- Consider replacing unpopular pieces of equipment with Section 106 funding.
- Consider extending the fenced playground area with Section 106 funding.
- Consider adding new pieces of equipment with Section 106 funding.

General Site

Recommendations

- Consider more benches around the site

Pavilion

Recommendations

- Re-configure the layout to provide a publicly accessible toilet when the pavilion is in use.
- Consider adding street art on the side of the pavilion with Section 106 funding. An example of a local artist is here: <https://www.instagram.com/humorstreetart/>
- Funded by future Section 106 funding.

Next Steps

The first phase involves agreeing a broad plan for the development of the recreation ground in order to request Section 106 funding.

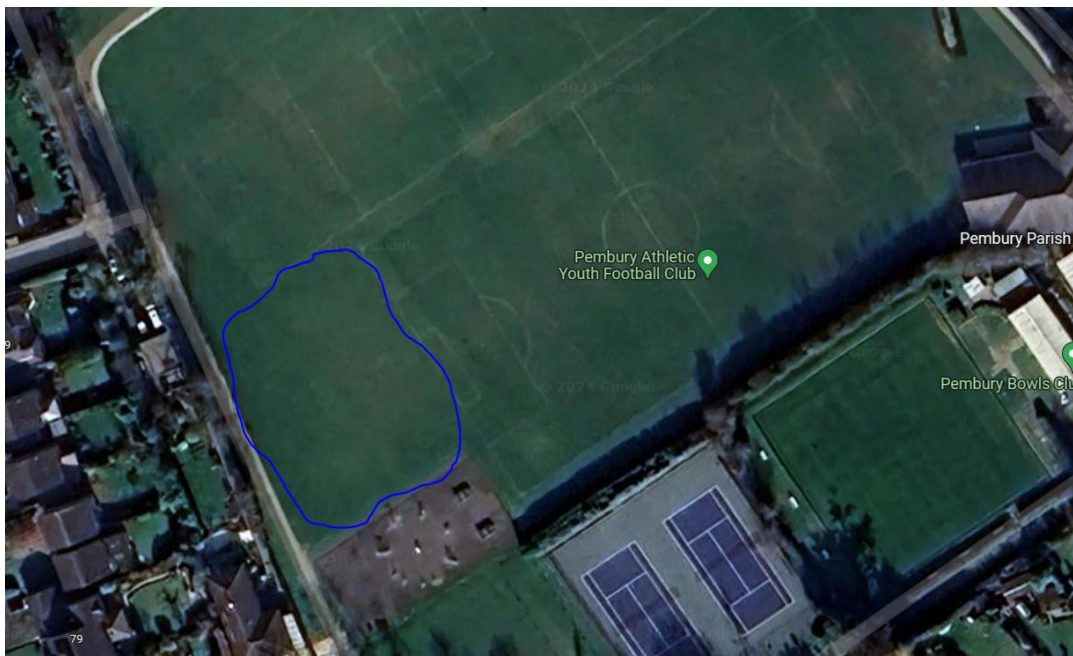
Report to: Open Spaces Committee
Date: 24 June 2024
By: Helen Munro (Clerk)
Subject: Proposal for additional goalposts Lower Green Recreation Ground

Decision/s Required: **To consider adding football goalposts for informal use and consider funding options.**

1. Background

Councillor Snow has suggested that it would be beneficial for children over the summer if there were a pair of 12' football goals without nets provided on the Lower Green Road recreation ground. While there are pitches on the MUGA, these do not allow players to dive for goals as it is on tarmac. To be located as shown on the map below in blue.

This was discussed at the Full Council meeting on 13 May 2024 and further research was requested. A verbal update to reported at the Committee meeting.



2. Findings

Some constraints were identified (see map with small available area marked above) particularly if no nets are provided:

- Proximity to rear boundary of residential gardens, perimeter path, outdoor gym and tennis courts, and potential for nuisance issues.
- Whilst the football club has offered to pay for one goal if PPC pay for the other, this project is not budgeted for.

3. Installation

The goals must be fixed to ground sockets. BS EN safety standards advise that sockets need to be set into a minimum concrete block of 60cm x 60cm x 60cm. Rough costs for sockets are from £60 to £200 for 1 pair of sockets depending on size plus a suitable amount of concrete. It is presumed that the Grounds Maintenance Team would install the goals.

Author: H. Munro

Date: 12/06/2024

