

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Virtual Full Council meeting of Southborough Town Council held on Thursday 17 December at 7.00 p.m.

MEMBERS PRESENT: Councillors Lewis (Chairman), Ms Hill (Deputy Chair), Backhouse, Blackwell, Bullion, Elliott, Francis, Kinghorn, Lane, Lewis- Grey, Munn, Prance, Poile and Wharton.

OFFICERS PRESENT: Tracy Kelly (Town Clerk) Paul Gosling (Finance Officer)

Councillor Poile spoke a few words in remembrance of Tom Rusbridge having previously been a Town Councillor and Mayoral Consort but had sadly recently passed away.

Members held a minute's silence in memory of Tom Rusbridge and for all those others who had been affected by the loss of a family Member recently.

- 1. APOLOGIES AND REASON FOR ABSENCE –** Councillors Clay (family commitments) and Mrs Kinghorn (ill health)
- 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS –** No interests were declared.
- 3. PUBLIC OPEN SESSION –** No Members of the Public or Press were present.
- 4. MINUTES -** The minutes of the Full Council meeting held on the 26 November 2020 were approved.
- 5. COMMITTEE PROCEEDINGS –** Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	07 December 2020
Finance and General Purposes	10 December 2020
- 6. TOWN MAYOR'S ENGAGEMENTS –** The Chairman updated Members on his most recent engagements. Members **NOTED** the update.
- 7. SECTION 137 GRANTS –** Members **NOTED** the thank you received from St Matts Community Larder.
- 8. ANNUAL EXTERNAL AUDIT –** Members **NOTED** the audit report from PKF Littlejohn.
- 9. BUDGET 2021- 22 -** Members formally **AGREED** to adopt the Budget for 2021-22 and thanked the Staff for the help with the preparation.
- 10. TUNBRIDGE WELLS AGREEMENT –** Members discussed the alteration to the Tunbridge Wells Agreement. It was **AGREED** to accept the alterations proposed to Section 7 surrounding Governance as previously supplied to Members and Members further **AGREED** to the alteration to section 4 Planning Para 4.7c which now should now read 'for the local Council to respond before determination'.

11. **SECTION 106 MONIES** - Members **NOTED** the concerns and **AGREED** that the Chairman write direct to Stephen Baughen at TWBC Planning to express this Councils concerns at the lack of funding allocation to the local affected areas. Furthermore that the Town Councillors who were also on the Borough Councils Planning Committee raise the points that were discussed directly.
12. **COMMUNITY HUB OPENING DATES** - Members **AGREED** to adopt the weekend of the 26th and 27th June 2021 as the official opening dates for the Community Hub.
13. **COMMUNITY HUB LEAFLET** - Members **AGREED** to the proposed Hub leaflet with alterations to the number of toilets, social media references and the addition of quotes from the other stakeholders.
14. **LORDS OF THE MANOR** - Members formally **AGREED** to the use of the title of 'Lords of the Manor' along with the Town Crest as part of the proposed crest etching above the main entrance to the Community Hub Building.
15. **SOUTHBOROUGH COMMUNITY HUB UPDATE**- Councillor Blackwell verbally updated the meeting with the following:

Southborough Hub Board Meeting 1st December 2020

Build Progress

David Mounter gave an update on the build. All elements are progressing well with first fix and second fix progressing through their various stages. The GP surgery internally is mostly complete and works continue on the remainder of the site. Pavilion is now in situ and internal fit out has commenced with a few modifications following requests from TWYFC which have been fully paid for by them.

Defect notices have been issued to Crest re outstanding works including Yew Tree Road Car Park, cycle path etc. Crest have a team on site starting 1st December and are likely to be there until end of December to resolve the issues. Railings at the end of the road were raised as an outstanding item and it was confirmed that Crest have delivered as per their planning application. JW will look into in due course. Issues remain on the road and the requirement, or not, for a non-slip surface to be put down as part of the Toucan Crossing.

FFE

The FFE has now been agreed. Phil Downing and Town Clerk had agreed an A list and B list. The A list being the preferred fit out which has already been value engineered from the original specification. It was felt by all board members that it was important that the building required a high level fit out and to cut costs further would reduce the user experience and would be a false economy. With this in mind we have committed to the A list. The final agreement on the order will be made after colours have been confirmed with HMY. I have requested the full specification for the audio/visual/theatre equipment.

Business Case

The business case has been updated and the project is working with STC on the income figures which remain volatile given that they are subject to government guidelines on what can and cannot be done at the time. STC asked if these could be uploaded to the website and JW confirmed that they could be. The retail income is

still commercially sensitive; so, we have instead used estimates from an earlier business case.

Press

A press release went out publicising the Woodland Trust initiative to plant 400 tree whips with the opportunity for a photo session and the socially distanced involvement of councillors. A similar release is being organised with the GP surgery. JW is investigating whether we might be able to produce a virtual walk through of the building as COVID will initially restrict public access to the building.

I updated on our leaflet, the proposed opening weekend at the end of June 2020 and the naming of the venue.

Yew Tree Road Playing Fields

I have raised the issue of the water runoff on the Yew Tree Road Playing Fields which has resulted from the provision and landscaping of the playing fields. KCC are insistent that this does not form part of the Collaboration Agreement. The minutes of the Hub Board and Working groups and the Planning Application, and Business Case say otherwise.

The scheme was put together by KCC and the application jointly made by STC and KCC. I have subsequently written to the board requesting their timely assistance as per the Collaboration Agreement. To date I am still awaiting a response.

Risk Register

The latest risk register was circulated with the main areas of concern along with what can and what cannot be done in terms of operations under government guidelines at the time of opening.

Hub Leaflet

We have shared the latest draft of our Hub leaflet. The board are now able to fund £2K towards the costs of the leaflet and suggested some minor amendments that I have made. We have also approached the GP surgery and FC to ensure all information is the most up to date available.

16. CONFIDENTIAL ITEMS

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

These items are considered confidential for the following reason(s)
Information relating to the financial and personnel affairs of the Council.

a) **Confidential Council and Committee Proceedings** - To approve the following confidential minutes: -

Full Council Meeting	26 November 2020
Finance and General Purposes	10 December 2020

- b) **Upcoming required Tree works** – Members **AGREED** to the upcoming works to the Limes located on Sceptre Hill, Southborough. Members also requested information be placed on the Councils social media sites explaining why the works were required.
- c) **Southborough Hub Business case** – Members to **AGREED** previously supplied draft Southborough Hub Business case and additional figures. These will now be returned to the Project Manager for Board approval.
- d) **Southborough Community Hub Confidential Matters** – Members discussed the ongoing hub operations and future requirements. Councillor Blackwell updated Members on the confidential matters surrounding the Southborough Hub.
- e) **Southborough Hub Finances** - Members discussed the finances and **NOTED** the information provided

The Chairman thanked Members for their attendance and wished them the Seasons Greetings. The meeting closed at 8.26pm

CHAIRMAN