

# SOUTHBOROUGH TOWN COUNCIL

## Town Clerk

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c/o Tunbridge Wells Town Hall  
Mount Pleasant Road  
Royal Tunbridge Wells  
Kent  
TN1 1RS

5 June 2020

Dear Councillor

An Extraordinary virtual meeting of Southborough Town Council will be held on **Thursday 11 June 2020 at 7.00 p.m.** at which your attendance is required. Joining details including passwords for internet or telephone access will be emailed separately to All Councillors.

**As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 this meeting will be conducted “online”.**

**Any members of the public who also wish to attend on this basis please contact the Clerk 24 hours prior to the meeting so that joining instructions can be supplied to them.**

## AGENDA

### 1. APOLOGIES AND REASON FOR ABSENCE

### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

Members who have a Disclosable Pecuniary or Other Significant Interest within the meaning of the Kent Code of Conduct 2012 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 the 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 Full Council meeting held on the 27 February 2020 need to be agreed and signed as a correct record.

### 5. COMMITTEE PROCEEDINGS

To approve the proceedings of the following committees: -

Planning and Transportation

2 March and EO 18 May 2020

## **6. REPLACEMENT FENCE – RIDGEWAYE FIELDS**

Members to discuss the attached report surrounding the request by a resident for a replacement fence due to the field levelling causing loss of privacy to the property. Members to also see the documentation previously supplied by the resident.

## **7. VIRTUAL MEETING PROTOCOLS**

Members to agree the proposed draft virtual meeting protocols.

## **8. COUNTY COUNCILLOR UPDATE**

Kent County Councillor Oakford will give an update on Kent County Council Operations at this current time.

## **9. TEMPORARY OPERATING PROCEDURES FOR COMMITTEES DURING COVID- 19**

Members to discuss and agree that matters relating to the Open Spaces and Environment Committee be reported direct to the Full Council agenda for the time being during the current COVID – 19 Crisis

## **10. PENNINGTON GROUNDS REOPENING – COVID 19 REQUIREMENTS**

Members to discuss the possible reopening of Pennington Grounds and the limitations surrounding this. Members to see the advice received from the Councils Insurers and the Risk Assessment carried out by the Councils H&S Consultant and the costs for additional fencing.

## **11. SOUTHBOROUGH COMMUNITY HUB UPDATE**

Councillor Blackwell to give a verbal update on the Southborough Community Hub.

## **12. CONFIDENTIAL ITEMS**

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 from 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 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: -

- b) Southborough Community Hub Confidential Matters** – Members to discuss ongoing hub operations and requirements. Members to agree to the planting of tree saplings as supplied by Baxhalls as part of their Carbon Footprint liabilities in and around the Ridgeway Playing fields. Members to agree the interior redesign of the Hub Building and to be aware of the additional costs. Members to discuss the email quotation surrounding possible fencing along the Ridgeway Cycle path.
  
- c) Southborough Hub Finances** - Members to discuss the ongoing finances surrounding the Hub Project.

Tracy Kelly  
Town Clerk  
5 June 2020