

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

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Royal Tunbridge Wells
Kent
TN1 1RS

PLEASE NOTE THIS MEETING WILL COMMENCE AT 6.30PM TO ALLOW DISCUSSIONS WITH KENT POLICE'S DISTRICT CHIEF INSPECTOR RACHAEL CUMBERLAND WHO HAS BEEN INVITED TO ATTEND BY THE CHAIRMAN.

18 September 2020

Dear Councillor

A virtual meeting of Southborough Town Council will be held on **Thursday 24 September 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 and speak in the Public Open Session please contact the Clerk 24 hours prior to the meeting.

<https://us02web.zoom.us/j/85744085225?pwd=Q3VSTTQvUU04UDNQOC85dzJXaWxvUT09>

Meeting ID: 857 4408 5225

Passcode: 313280

One tap mobile

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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 30 July 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	3 August and 7 September 2020
Finance and General Purposes	17 September 2020

6. TOWN MAYOR'S ENGAGEMENTS

The Chairman will verbally update Members on his recent engagements.

7. CHARGES FOR USE OF COUNCIL LAND.

Members of the Finance and Parks Committee previously agreed at its meeting held on 20 February 2020 to revise the fee structure that had previously been in place for exercise /fitness groups using Council Land. This altered to a system of only charging per class held on a weekly basis rather than annually. Currently this is set at £33.33 (inclusive) per class. This is in line with TW Commons Conservators charges. A complaint has now been received re the charge. Members have previously been supplied copies of the relevant emails and reports for consideration and decision.

8. ANNUAL ACCOUNTS

Members to note the alteration to the Annual Accounts statement previously supplied. This was due to an error on the variances sheet of £26.60 VAT repayment which had not previously been shown. This has now sent to the Councils external auditor's PK Littlejohn for determination.

9. CIVIC AWARDS

Members to discuss how they wish to present the Civic Awards that should have been presented at the Annual Town Meeting in May 2020. Unfortunately, this could not go ahead due to lock down restrictions. Members to also decide if they wish to take a hiatus in awarding Civic Awards for 2021 due to the current ever-changing Pandemic position and the possibility of not being able to obtain the medals from the manufacturers.

10. REMEMBRANCE SUNDAY EVENT

The current Pandemic means the Remembrance Service will be unable to go ahead in its normal format. It is proposed to limit the event to 30 attendees only. These will need to be in pods of no more than 6 due to the recent changes in legislation and must be correctly socially distanced. This will mean the procession up Sceptre Hill will not be possible. It is currently not possible for this to be a Public event. Members to discuss how they wish to progress with this important annual event.

11. PROVISION OF LAPTOPS OR TABLETS FOR COUNCILLOR DUTIES

Members to discuss the possible provision of tablets or laptops for Members to carry out their duties as Councillors together with the implications surrounding using their own equipment and GDPR / encryption requirements. This matter was previously discussed at Finance and General Purposes Members to instruct the Town Clerk accordingly.

12. MOTION

The following motion has been put forward by Councillor Blackwell.

“Hub Information Leaflet

This council regrets that the Southborough Hub Project Board is unable to provide funds for an information leaflet to update the residents of our town on this project. This council therefore agrees to fund the design, print and distribution of an A3 colour leaflet with details of the design, facilities road access and the likely impact of the business plan on the precept, to all households in Southborough and High Brooms. Through the leaflet Southborough Town Council will ask for possible names for the venue, main hall and community rooms for consideration by our council.”

13. MOTION

The following motion has been put forward by Councillor Blackwell.

“Naming of the Southborough Hub

This council invites submissions from the residents of Southborough and High Brooms for consideration in the naming of the ‘Southborough Hub’, its main hall/theatre and community rooms. It will accept suggestions through post and a dedicated email address.”

14. SOUTHBOROUGH HUB SOCIAL MEDIA

Members to discuss and decide that Southborough Town Council in order to enable promotion and market the Southborough Hub in the run up to its opening Council needs to agree to establish a social media presence to be overseen by the Town Clerk.

15. SOUTHBOROUGH HUB STORAGE AND FFE

Members to discuss the storage options and proposed FFE for the Southborough Hub

16. SOUTHBOROUGH HUB WORKING GROUP

Members to discuss the working groups membership moving forward and whether any alterations to the working group are now required to consider the opening activities of the Hub Development.

17. SOUTHBOROUGH COMMUNITY HUB UPDATE

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

18. 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: -

Full Council Meeting	30 July 2020
Finance and General Purposes	17 September 2020

- b) **Ridgeway Fields drainage** – Members to further discuss the report previously supplied to Members and the associated recommendations from the Councils insurers. Members to agree on any proposed works required and instruct the Town Clerk accordingly.
- c) **Neighbourhood/ Local Plan Update** - Councillor Lewis to give a verbal update on the recent meeting with Tunbridge Wells Planning Officers and representatives of Southborough Town Council and the next steps.
- d) **Freedom of Information request Confidential Matters** – Members to note the previously supplied papers. The Town Clerk will verbally update Members.

- e) **Southborough Community Hub Confidential Matters** – Members to discuss ongoing hub operations and future requirements. Councillor Blackwell to update Members on confidential matters surrounding the Southborough Hub for discussion and decision over possible future uses and users.

- f) **Southborough Hub Finances** - Members to discuss the ongoing finances surrounding the Hub Project. Members to see the previously supplied financial reports for discussion including the service charge elements that form part of the lease agreements. Councillor Francis to advise over recent discussions at the Finance and General Purposes Committee meeting.

 Tracy Kelly
Town Clerk
18 September 2020