

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

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c/o Tunbridge Wells Town Hall

Mount Pleasant Road

Royal Tunbridge Wells

Kent

TN1 1RS

**PLEASE NOTE THIS MEETING WILL COMMENCE AT 6.30PM TO ALLOW A POLICE UPDATE WITH NEW PCSO JAMES CLUB.**

23 October 2020

Dear Councillor

A virtual meeting of Southborough Town Council will be held on **Thursday 29 October 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/86414710957?pwd=dVRhRWVvQzg5N1ZBcVkyY3VhSW4rZz09>

**Meeting ID: 864 1471 0957**

**Passcode: 557118**

**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 24 September 2020 and the EO Full Council held on 8 October 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	5 October 2020
Finance and General Purposes	22 October 2020

### **6. TOWN MAYOR'S ENGAGEMENTS**

The Chairman will verbally update Members on his recent engagements.

### **7. REMEMBRANCE DAY 2020**

The Chairman of the Working Group will verbally update Members on the recent meeting of the Remembrance Sub Committee and the proposals for the day. Unfortunately, the annual event will not be a public event this year due to the COVID restrictions now in place.

### **8. FENCING – PAVILION RIDGEWAYE PLAYING FIELDS**

Members to discuss and decide the previously supplied email received from Southborough Football Club. Members to instruct the Town Clerk accordingly.

### **9. ALLOTMENT HOLDERS PARKING ISSUES**

The Deputy Chairman will verbally update Members over parking concerns that have been expressed by allotment holders and dog walkers over recent weeks.

### **10. ALLOTMENTS – FIREPIT/BBQ STRUCTURES**

Members to discuss the previously supplied report, photographs, and regulations over the allowing of Firepits or BBQ areas on allotment plots. Members to decide on if these structures should be allowed on plots and to instruct the Town Clerk accordingly.

## **11. RIDGEWAYE FIELD WORKING GROUP**

Members previously agreed to the setting up of a Working Group to oversee the ongoing proposed works to the playing fields and its Membership. Members to discuss and agree the Terms of Reference previously supplied for the Working Group.

## **12. NEIGHBOURHOOD PLAN WORKING GROUP AND TERMS OF REFERENCE**

Members to discuss the previously supplied Terms of Reference and to discuss the membership of the Southborough and High Brooms Neighbourhood Plan Working Group

## **13. USER POLICY SOUTHBOROUGH TOWN COUNCIL COMPUTERS**

Members to see the previously supplied Policy for use of Southborough Town Council Computers for approval.

## **14. DAVID SALOMANS WATER TROUGH**

Members to discuss the previously supplied email from the Councils insurers and to put forward proposals for a replacement item to be both placed on the Common and any additional proposals for a structure to be placed in the new Town Square.

## **15. SOUTHBOROUGH COMMUNITY HUB UPDATE**

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

## **16. 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  
Finance and General Purposes

24 September and EO 8 October 2020  
22 October 2020

### **b) 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.**

- c) **Southborough Hub Finances** - Members to discuss the ongoing finances surrounding the Hub Project. Members to see the previously supplied financial reports for discussion Councillor Francis to advise over recent discussions at the Finance and General Purposes Committee meeting in respect to this Council seeking independent VAT advice.

  
Tracy Kelly  
Town Clerk  
23 October 2020