

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Virtual Full Council meeting of Southborough Town Council held on Thursday 24 September 2020 at 7.00 p.m.

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

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

The Chairman thanked Kent Police's District Chief Inspector Rachael Cumberland for attending prior to the meeting commencing to discuss various police matters.

Members held a minute's silence in memory of Lt. Col. A.M. Macfarlane who had sadly passed away in August 2020.

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Elliott (ill health) and Mrs Kinghorn (ill health)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – No interests were declared.
3. **PUBLIC OPEN SESSION** – No Public or Press were present
4. **MINUTES** -The minutes of the Full Council meeting held on the 30 July 2020 were approved.
5. **COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	3 August and 7 September 2020
Finance and General Purposes	17 September 2020
6. **TOWN MAYOR'S ENGAGEMENTS** – The Chairman updated Members on his most recent engagements. Members **NOTED** the update.

Councillor Clay entered the meeting at 7.25pm

7. **CHARGES FOR USE OF COUNCIL LAND** – Members discussed the complaint that had been raised but after consideration **RESOLVED** to continue with the fee structure as was previously agreed at the Finance and Parks meeting held on 20 February 2020.
8. **ANNUAL ACCOUNTS**– Members **NOTED** the reported changes.
9. **CIVIC AWARDS**– Members discussed the issues raised by the pandemic and **AGREED** to postpone the Civic Awards provision for 2020 – 21 and that it would review the allocation process as soon as possible.
10. **REMEMBRANCE SUNDAY EVENT** –Members discussed the current restrictions surrounding this annual event due to the Pandemic and possible solutions. It was **AGREED** that a working group consisting of Councillors Lewis, Hill and Poile be put together to make recommendations surrounding the event that can be passed back to Full Council for consideration.

- 11. PROVISION OF LAPTOPS OR TABLETS FOR COUNCILLOR DUTIES** - Members discussed the possible provision of laptops or tablets for Council Members to have use of to enable Councillors to carry out their Council duties only. Members **AGREED** that Councillors would be provided with a Laptop **unless** Councillors opt out of having a council laptop provided to carry out Council duties only.

Councillor Evans left the meeting at 8.35pm

- 12. MOTION** -The following motion was 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.”

Members **AGREED** to the leaflet being produced and sent to all households within the Parish as soon as possible.

- 13. MOTION** -The following motion was 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.”

Members **AGREED** to a separate email address being used for members of the public to submit proposed names for the various rooms and then a shortlist to be prepared for decision by Council.

The Chairman called to extend the meeting at 9.00 pm for a further 30 minutes.

- 14. SOUTHBOROUGH HUB SOCIAL MEDIA** - Members **AGREED** to the setting up of a Facebook, Twitter, and Instagram Account as a way of advising the general public of upcoming Council events and information sharing.

- 15. SOUTHBOROUGH HUB STORAGE AND FFE** – Members **NOTED** the supplied documents and would report back to Councillor Blackwell with any comments.

- 16. SOUTHBOROUGH HUB WORKING GROUP** – Members discussed adding additional Members to this working Group from both Council Members and those from the wider Community. It was **AGREED** that additional members including those from the wider Community could be added as required.

The Chairman called to extend the meeting at 9.30 pm for a further 30 minutes.

- 17. SOUTHBOROUGH COMMUNITY HUB UPDATE**- Councillor Blackwell verbally updated the meeting with the following:

Southborough Hub FFE 31st July

Meeting to run through requirements for the Hub. Noticeable omissions raised including hall/theatre not included and workman’s workshop. Concerns over the proposed VE in relation to the STC element. Covid restriction on circulation and cleaning discussed in relation to furniture. Lack of storage space.

Southborough Hub site visit 3rd August

Queries raised regarding the building in progress.

Meeting office/store – lacks natural light. Community Room 3 has no storage area for furniture. Baxhall have quoted 7.5 k to Install window and split room into two, install additional set of doors. Decision will need to be taken by STC.

We have requested to reverse storeroom doors opening into community room, so we make best use of storage space. There was no cost increase for this - agreed

The doors into scenery workshop from outside and from the hall are normal height and not double height. To supply and install external doors 3100mm high, alterations to structural wall panels, alterations to claddings and make good of internal finishes. To alter doors into hall to install 3100mm internal doors. Budget Cost 34K. Again, STC decision needed.

Doors into workshop from hall need to open outwards into the hall rather than into the workshop space. There was no cost increase – agreed. More detail requested on the security door system – can we isolate different parts of the building remotely? Still to be agreed – we have requested fob system not keys or keypad.

STC has agreed pay the initial design costs of £895.00 for the changes to the doors, window and moving of the wall

Theatres Trust meeting with Tom Stickland 6th August

Discussed viability of business model. Advised that all theatre spaces are operating at 30% capacity due to Covid restrictions i.e. not able to operate. Discussed circulation through the building. Bar area and the need to use the foyer space. Fogging machines for seating. Ideally no fabric finishes on seating. Looked at the stage specification which will not allow prevent many productions from performing. More likely booking will be small groups and solo performers. Outlook for all Arts venues at the present is bleak. Most unable to cover costs and many likely to permanently close. Advised on keeping technical specification to a minimum as equipment quickly dates and you need to provide in-house technical support. TT willing to provide support with the revised business plan later on in the project.

Southborough Hub Service Charge meeting with Rosemary Jones 18th August

Reviewed Service Charge estimates as they stand based on schedule of costs received from KCC/Baxall. Some of these are unconfirmed and we would not expect confirmation for the next couple of months. Likely figure to be somewhere between the upper and lower estimates that have already been seen by STC but still significant variance on figures. Advised that final leases should be completed within two weeks as Agreements to Leases already signed. Discussed some of the proposed changes to the retail space. Hours in the library unconfirmed TK to seek clarification. Normally closed Thursday and reduced hours currently as a result of Covid. TK to contact all tenants with regards to proposed hours of use. Issue to be raised with Hub Board.

Southborough Hub FFE 25th August

Requested replacement triple notice boards outside of Hub building. Requested clarification on signage. Need signage on YTR entrance and London Road. Discussed storage for Community Rooms. 200 – 250 chairs for hall. Full height theatre blackout curtain and rail for staging. Feedback from HAG and Advisory group. Lack of dedicated storage areas for hirer necessitates the Green Room being given over to storage for staging, lockers, and cages. Window may be have be foiled for security. Have requested full specification for proposed furniture, weight, construction etc and plans to show how these can be stored and used within building. Flagged up scenery door access that is too small for scenery access, store for Community Room 3 that is not a store and lack of store in Community Room 2.

Feedback from TT is that we need more than the café hatch to cope with the demand of a 300+ audience and would need a further bar area in the foyer and an area to sell merchandise. It is proposed that this will be housed in the cupboard in the right of the entrance. Lack of a cleaner's cupboard on the 1st floor was raised. Baxall are hoping to accommodate within the space of the plant room. They have also installed a sump and fully lined the floor in case there are any leaks to minimise damage to the floor below.

Hub Advisory Group 30th August

Group discussed feedback from the meeting with Mark Johnson Brown from Mycenae house. Also, theatre specification, suggested Theatre space needs to show different layouts e.g. traverse and not just rely on traditional proscenium arch. Ceiling mounted bar to support flats hung from the sides. Curtain needs to run full height not proposed 6 metres drop. Use of the Town Square as an enhancement to the Hub for open air events. The naming of the venue and how we could engage the public including social media.

Southborough Hub Build Progress meeting and site visit 26th August

Car park management plan awaiting a response from TWBC. Toucan crossing ordering with KCC week/commencing 9th September (now delayed)
Lamp column on London Road to be relocated. Kerb and pavement on London Roadside to re-laid. Have requested that YTR entrance is replaced the new wall and soft landscaping. JK is chasing TWBC for resurfacing of carpark. Quote for dropped kerb on Bonfield Close. Waiting for response from planners on amendments. Power to Town Square all approved. HMY have quoted for extra work on town square. BW and GT to be in contact with designs before TWBC planning. JW indicated that we should be ok on timings. Extra Screen and data points in foyer approved and completed. As of 5th March, 48.9% complete. 6 weeks ahead of schedule. Finished date estimate to be 3rd Feb 2021. 22nd Sept start date from Integra for the Sports Pavilion and Groundsman store. 905 of all supports for cladding now fixed. Discussion s ongoing shutters between prospective tenant in retail space and venting for air conditioning. Gas to be connected October 2020. Currently experiencing delay on laminate for flooring. Initial design costing for the proposed alterations at £895.00 are now approved. State of the adjoining Crest development flagged as a cause for concern. Uneven and broken pavement on public right way of way, litter, dead plants, and general unkempt appearance have been repeatedly flagged the developer with as yet no agreed date when work will be carried out. Railings to edge of site now partially completed but still missing last section.

Ops Group Meeting with KCC libraries 17th September

KCC and STC discussed aspirations with regards to the building and how we might address front of house and staffing. EFT hours still be confirmed by KCC. Edenbridge Centre currently closed due to Covid and no plans on when they might reopen. Circulation through the building relies on a one-way system through the library and public access to the WCs. This is potentially problematic as the library cannot be closed off in an open plan building and some sort of screening will need to be in place. STC raised concerns that they had over the completion that could now be as early as February which gives reduced time to consider tender procurements for the FM. Two weekly ops meetings needed and potential FM meetings to be considered although currently being dealt with by STC ops group so TBC

NB asked for follow up VAT options and the scheduled Hub Board meeting in August to deal with matter. Further PS tax advice to be paid from for the contingency coming back from coming Crest. VAT paper response being sought from KCC finance officer.

18. 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** – Members **RESOLVED** to approve the following confidential minutes: -

Full Council Meetings
Finance and General Purposes

30 July 2020
17 September 2020

The Chairman thanked Members for their attendance and advised there would be an Extraordinary Full Council to deal with those confidential items that had not been able to be discussed at this meeting. The Chairman then closed the meeting at 10.00 pm

CHAIRMAN