

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Virtual Full Council meeting of Southborough Town Council held on Thursday 29 October 2020 at 7.00 p.m.

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

OFFICERS PRESENT: Tracy Kelly (Town Clerk) Carolyn Ripley (Office Administrator) Paul Gosling (Finance Officer)

The Chairman and Deputy Chairman spoke a few words in remembrance of Fiona Brown (ex-Town Councillor) who had very sadly recently passed away.

Members held a minute's silence in memory of Fiona Brown.

- 1. APOLOGIES AND REASON FOR ABSENCE** – Councillors Evans and Lewis -Grey (work commitments), Mrs Kinghorn (ill health) and Prance (Family Commitments)
- 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – No interests were declared.
- 3. PUBLIC OPEN SESSION** – One Member of the Public was present and spoke on matters relating to the Councils Allotment Gardens. No Press were present
- 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 were approved with the amendment to the spelling of Remembrance on the minutes of the 24 September and with the addition of Councillor Elliott to the attending Councillors who had not been added originally.
- 5. COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	5 October 2020
Finance and General Purposes	22 October 2020
- 6. TOWN MAYOR'S ENGAGEMENTS** – The Chairman updated Members on his most recent engagements. Members **NOTED** the update.
- 7. REMEMBRANCE DAY 2020** -The Chairman of the Working Group Councillor Poile verbally updated Members on the recent meeting of the Remembrance Working Group and the proposals for the day. He confirmed the annual event will not be a public event this year due to the COVID 19 restrictions now in place. Members **NOTED** his report.
- 8. FENCING – PAVILION RIDGEWAYE PLAYING FIELDS** - Members discussed the request for fencing made by the Southborough Football Club and **AGREED** to this being installed but for it to be reviewed in a years' time and subject to any planning requirements.

9. **ALLOTMENT HOLDERS PARKING ISSUES** - The Deputy Chairman verbally updated Members over parking concerns that have been expressed by allotment holders and dog walkers over recent weeks. It was requested that the Town Clerk liaise with the Football club over the parking bays in Solamons Grove.
10. **ALLOTMENTS – FIREPIT/BBQ STRUCTURES** –Members discussed the report relating to firepits being allowed on the Councils allotment Gardens. Members **AGREED** revise the Allotment Terms and Conditions to prohibit the digging of deep holes with immediate effect, whether for firepits or any other reason. Members further **AGREED** that the Allotment Terms and Conditions would be further reviewed in depth at a future meeting of the Open Spaces and Environment Committee
11. **RIDGEWAYE FIELD WORKING GROUP** - Members discussed the Terms of Reference for the Ridgewaye Fields Working Group and **AGREED** with the amendment to remove the section relating to the Conservation area as this did not apply.
12. **NEIGHBOURHOOD PLAN WORKING GROUP AND TERMS OF REFERENCE** - Members discussed the Terms of Reference for the Neighbourhood Plan Working Group and **RESOLVED** to accept the terms of reference. Members were keen to ensure outside local bodies or organisations would be involved with this Working Group together with local residents where possible.
13. **USER POLICY SOUTHBOROUGH TOWN COUNCIL COMPUTERS** -Members **RESOLVED** to agree to the user policy.
14. **DAVID SALOMANS WATER TROUGH** - Members **AGREED** to the Open Spaces and Environment Committee looking at further options for a suitable replacement structure to be placed on the Common and for an additional structure being placed on the new Town Square. The Open Spaces and Environment Committee would recommence meetings from January 2021.
15. **SOUTHBOROUGH COMMUNITY HUB UPDATE**- Councillor Blackwell verbally updated the meeting with the following:

There has been no Hub Board meeting this month. The meeting scheduled for end of October has been moved to November and we are awaiting a date.

Following on from the decision by STC to agree the changes to Hub building, Baxall have agreed that the required design changes will be at a fixed cost of £30,240.00. This is a reduction of the cost from the budgets that were issued. These costs were based on an instruction being issued by Monday 12.10.20 which we did immediately following our last Full Council meeting.

As of last week, the build was 49 weeks progressed, 76% complete and 6 weeks ahead of schedule. Baxall are still operating with a reduced workforce and have increased their Covid restrictions by segregating working on the Integra build. The medical centre is now 80% complete. External cladding 95% complete and 80% of scaffolding has now been removed. Mechanical and first fixes as are now underway. The roof is complete, and all solar panels are installed. The Integra building went up in three days in early October and is now wrapped and 95% battened and awaiting external cladding. Connections to the gas and electric have been set back and are now due to be installed in the January next year.

Our Clerk and Phil Dowding (KCC) have made progress with the FFE requirements; rationalising some of the specification and substituting simpler and more functional solutions for those areas that are 'back of house'. We are awaiting confirmation on the final figures but it still unlikely that this will come in within the budget allocation. We now have an A list with the essentials needed when the building is completed

and a B list to be purchased when funding allows, and the building is more utilised. The list will be considered at the next Hub board meeting.

The 400 tree whips from the Woodland Trust that Baxall have secured will be arriving some time in November it is proposed that these will be planted on the perimeter of the Yew Tree Road allotments to match in with the existing native hedging and the north end of the playing fields where we have experienced flooding in recent months. There are opportunities for local groups to be involved in the planting although these will be small whips (2ft) and will need to be planted quickly en masse.

There are still outstanding issues to be resolved on the Crest site which are being followed up. The uneven and poorly laid footpath/cycle path is prone to flooding and is already becoming weed infested. Although Crest have now installed some of the fencing there is still a 10-15 metres gap where the site is not secure. This originally had ranch style wooden fencing which was removed by Crest during the development and has not been replaced. The temporary heras fencing to plug the gap is now an additional expenditure for STC.

Minor amendments have been submitted to TWBC for the external doors and the external paving. The new design for the town square which was shared with councillors at our last meeting has now been shared with TWBC planning and initial feedback is 'not negative'. They have asked to see further samples and the final worked up drawings. It is envisaged that it will take 5-6 weeks for the minor amendment to go through with the usual requirements for public consultation. Baxall have already ordered the paving blocks from their supplier to avoid any delays.

Baxall are currently drawing up an asset register for the maintenance requirements of the sub contractors for machinery and services within the building. All the sub-contractors have now been finalised which will allow Rosemary Jones to pin down the costs of the Service Charges.

We are awaiting confirmation on the colour for the kitchen units from HMY – we have told to expect a sage green. A community newsletter on the Hub build will go out to residents in the next week.

The new Library and Art studio space for Southborough school that Baxall have completed free of charge as part of their community outreach is now fully completed and is due to be in opened in the next couple of weeks.

We have agreed in principal the format and requirements for the internal signage for the Hub building which will follow the same design as those in the Medical Centre.

We are developing the design for the laminated Crest for the main entrance window which will be adorned with our coat of arms

All orders for materials have now been placed with suppliers to minimise any delays or cost increases due to Brexit. The retractable bleacher seating is now booked to arrive in December.

It is anticipated with the current pandemic continuing for the foreseeable future any official opening would not take place until June when we can take advantage of the Town Square and increased social distancing. The Hub Ops Working Group will start to brainstorm ideas around a weekend of events and liaise closely with the Hub Advisory Group. Any councillor who wishes to attend these sessions is welcome to attend. Cllr Harris will send out dates in the near future. These will initially be weekly meetings.

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
Finance and General Purposes

24 September and EO 8 October 2020
22 October 2020

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

- b) **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.
- c) **Southborough Hub Finances** - Members discussed the finances and Councillor Francis updated Members over the recent discussions that took place at the Finance and General Purposes Committee meeting in respect to the Council seeking additional independent VAT advice.

The Chairman thanked Members for their attendance and then closed the meeting at 9.04pm

CHAIRMAN