

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Virtual Extraordinary Full Council meeting of Southborough Town Council held on Thursday 25 June 2020 at 7.00 p.m.

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

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

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Lane (Work commitments) and Wharton (Family commitments)
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 11 June 2020 were approved. Councillor Backhouse requested that his apologies be noted as he had not received information surrounding the meeting so was unable to attend.
5. **COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	EO 15 June 2020
Finance and General Purposes	18 June 2020
6. **HOCKEY FIELD VERGE PARKING** – Members **RESOLVED** to place oak posts along the grass verges to prevent dangerous parking and damage to the verge.
7. **NEW MODEL CODE OF CONDUCT CONSULTATION** – Members **AGREED** to replying to the Consultation as a Council rather than individually and to express their agreement to there being a more detailed Code of Conduct.
8. **TUNBRIDGE WELLS BOROUGH COUNCIL LOCAL PLAN – NEXT STAGES**  
– Members **AGREED** to Councillors Blackwell, Bullion, Elliott, Kinghorn and Wharton to attend the virtual meeting on the Councils behalf to discuss the next stages.
9. **NEW REPRESENTATIVE- GALLARD’S ALMSHOUSES** – Members **AGREED** that Councillor Prance be this Councils new representative and wished to pass on its formal thanks to Collette Marsh for all her hard work as the previous representative.
10. **PENNINGTON GROUNDS REOPENING – COVID 19 REQUIREMENTS** –Members discussed the reports received from both the Councils Insurers and KALC. They **AGREED** to continue with the closure of the grounds at the current time until a further risk assessment could be carried out. The implications and costs involved could then be obtained to enable the matter to be re discussed with the view to the Grounds possibly being reopened.

**11. MOTION** – The following motion was withdrawn by Councillor Francis.

*‘Southborough Town Council resolves to re-open Pennington Grounds, the public toilets and the pavilion therein, by the 4 July 2020. Recognising the particular circumstances of the Grounds, including its single point of entry and certain parts of its equipment, it will take into account the Covid-19 safety measures adopted elsewhere in the Borough and put in place ones which are adapted as necessary.’*

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

#### **Hub Progress Meeting 24<sup>th</sup> June 2020**

As of the 19<sup>th</sup> March the build was at week 31 with 27.4% completed and five weeks behind on the schedule. The latest completion date is 19<sup>th</sup> March 2021, but this may change if social distancing restricts working conditions going forward or there is a second wave of Covid 19.

The medical centre is moving onto the first fix, taping walls, mist coating and the curved reception areas has been constructed. Car Park management plan is being finalised with TWBC and will be shared shortly

I would request that any comments with regards to the interior finish to be relayed to me as soon as possible. I have also received detailed feedback from the Hub Advisory Group which I will be taking into account.

The Hub Advisory Group led by Nell Price have continued to meet remotely and as well as detailed feedback interior finishes have commented on the proposed kitchen design and suggestions regarding the Operation's Management. They have requested a meeting with me and have a link with a member staff at another local community building who will be attendance to share ideas.

I have requested from the Project Officer an update on the external signage and the alternative designs for the Town Square from HMY. I have again requested a board meeting at the earliest date to move on the lease agreement and VAT issues.

I have asked for update on the fixtures and fittings. At the time of the last scheduled Hub Board meeting these had been value engineered but there has no progress on this is recent months.

Despite a further letter to Crest to express our dissatisfaction with their failure to put in their fence we have, as of today still not received any acknowledgement.

We have accepted the offer of the 400 trees from Baxall in conjunction with the Woodland Trust and will confirm locations for these towards the autumn.

Following our last Full Council I have followed up on the remaining monies within the £100k levelling funds and can confirm that there are no available finances that can be used for extra fencing or mature shrubbery at the North East end of the Ridgeway playing fields. The remaining funds will be needed for the independent survey as recommended by our insurers and any remedial work. There are other problem areas that should have been dealt with at the time and will now fall to the council to rectify, again resulting in additional expenditure.

The Hub Operations group have received some detailed plans on Operation plans from other community centres. I have asked our Clerk to contact KCC and to see what extra officer support there can be to assist with our plans. We are looking at a

minimum of a six-month lead in for our new member of staff which will mean that our council needs to start actively recruiting in the next couple of months.

There has been no progress on our request for VAT advice from KCC and it may be that STC need to commission this advice independently if we are to make the necessary progress.

It is our intention to arrange a meeting with TWYFC to share the current business plan and Service Charge element.

- 13. SOUTHBOROUGH COMMUNITY HUB - OPENING** – Members discussed possible ideas for an opening service/celebration, and it was suggested a working group be formed to look at all possible proposal. The working group would consist of both Councillors and members of the public or local businesses. The matter would be revisited at the next Full Council Meeting

#### **14. 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 Meeting	11 June 2020
Finance and General Purposes	18 June 2020

- b) Ridgewaye Fields drainage** – Members **AGREED** to the appointment of the Civil engineer to carry out a survey of the Ridgewaye Playing Fields.

- c) Insurance – Stolen Horse Trough, Southborough Common** – Members **AGREED** to look at other proposed replacement suggestions when more information was available from the insurers and would in addition look to provide some form of planter at the original location of the trough.

- d) Southborough Community Hub Confidential Matters** – Members **NOTED** the ongoing issues with the lack of permanent fencing still to be put in place by Crest Nicholson. Two letters had now been sent by the Chairman requesting when the works would be carried out, but the Council was still to receive a response.

- e) Southborough Hub Finances** - Members **NOTED** the Project finance figures for March, April, and May.

The Chairman thanked Members for their attendance and closed the meeting at 8.20 pm

**CHAIRMAN**