

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Virtual Full Council meeting of Southborough Town Council held on Thursday 28 January 2021 at 7.00 p.m.

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

OFFICERS PRESENT: Tracy Kelly (Town Clerk)

Before the meeting commenced there was a meeting with PCSO James Clubb who updated Councillors on local police issues.

The Chairman, Councillors Hill and Kinghorn spoke a few words in remembrance of Lt Cdr Derek Ireland JP MBE who had previously been Chairman of the Trustees of TS Brilliant Sea Cadet Corps and cared very much for the local community of Southborough and High Brooms. He had very sadly, suddenly passed away.

Members held a minute's silence in memory of Lt Cdr Derek Ireland JP MBE and for all those others who had been affected by the loss of a family member recently.

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Lane (family commitments) and Councillors Backhouse, and Mrs Kinghorn (ill health)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – No interests were declared.
3. **PUBLIC OPEN SESSION** – There were 3 Members of the Public present. No Press were present.
4. **MINUTES** - The minutes of the Full Council meeting held on the 17 December 2020 were **APPROVED** with the updating on page 3 under the title Press of the date from June 2020 to June 2021.
5. **COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	11 January 2021
Open Spaces and Environment	12 January 2021
Finance and General Purposes	21 January 2021
6. **SOUTHBOROUGH HUB ACTION GROUP** – Rebecca Chow from the Southborough Hub Action Group updated Members on the recent engagement with local Schools on possible Hub name suggestions and proposed events for the official opening weekend in June. Members **NOTED** the update and expressed its thanks and appreciation to Rebecca and the other Members of the Hub Action Group for the hard work they have all put in to developing the Hub services, the naming and opening day processes.
7. **TOWN MAYOR'S ENGAGEMENTS** – Members **NOTED** the Chairman's recent engagements.

8. **POSSIBLE WATER OR ART FEATURE AT THE TOWN SQUARE** – Members **NOTED** the report and **AGREED** to ask the Baxhalls leave the possibly required pipe work for a water feature capped off so easy access could be made when Members have decided on a future proposal.
9. **HUB NAMING CRITERIA AND DECISION** - Members formally **AGREED** to the proposed criteria with the addition of Contemporary and Geographical in item one Members further **AGREED** to members of the Hub working group, Hub Action Group and the Southborough Society meeting prior to the next Full Council to produce a shortlist of names to be considered.
10. **SOUTHBOROUGH COMMUNITY HUB UPDATE**- Councillor Blackwell verbally updated the meeting with the following:

Southborough Hub Update Full Council 28th January 2021
Hub Advisory Group Meeting 22nd January 2021
Hub Build Progress Meeting 27th January 2021
Hub Board Meeting 28th January

The Hub leaflet for the community is now printed and being distributed. All minor amendments to the leaflet have been signed off by the Hub board, CCG and TWYFC. It has been circulated to councillors and shared through our social media accounts. Distribution is likely to take longer than usual due to COVID restrictions; the distributors employ a number of retired staff who are shielding.

The leaflet asks the public for suggestions for the naming of the Hub facility and its rooms. In addition, the HAG been working with the teachers and children at St Matthew's and Southborough School to gather their ideas. The Southborough Society have also asked for submissions. The HAG's has already contacted all the organisations, groups, and individuals that we identified for possible involvement in the June launch weekend. The response so far has been overwhelmingly positive and there are now working on producing a provisional schedule for future discussion. Ian Baker from TWYFC was in attendance and we discussed opportunities on how the Football Club could participate fully in the site, and the value we saw in close co-operation between tenant and landlord to ensure the future success of both groups. It was felt that considering the higher incidence of COVID 19 and the continual restrictions on public events and need to socially distance that the June date may need to be revised. We are still working to this date but will obviously respond to the Government guidance as the situation develops. Full Council may need to revisit this decision.

Site Progress

Unfortunately, after an uninterrupted period of work and strict mitigating measures to reduce the risk of COVID on the Hub site we did have members of staff who contracted the virus this month. The site closed for a week to undertake a deep clean and this has led to some inevitable delays and involved some of the senior team. We send our best wishes to those members of the Baxall team for a full recovery. At present some staff are still recovering and not yet back on site. Baxall are now requesting proof of a negative COVID test taken within three days of visiting the site for all visitors and staff.

As of last week, the build is 63 weeks progressed on the scheme with 93% of work complete. We are now working to March 19th completion date. The programme has been updated to show a revised start date for the pavilion. A six-week extension of time was granted to cover the period lost due to the site closure due to Covid 19 and the site is still currently running at a slightly reduced capacity due to social distancing.

The planning consent for the redesign for external paving to the Town Square has now been

approved. Baxall have provided a quote to resurface YTR car park and improve the entrance to the site. TWBC have still to make a decision on this. FFE has been agreed. We have requested samples as have only viewed the furniture on screen. White goods still need to be confirmed. We are liaising with PD on possible options and awaiting an update. A meeting with Crest was due to take place later this week following up on the numerous defect notices issued on the cycle path hard landscaping. Crest appear to be back on site but completing their properties rather working on the public realm. Baxall are waiting for drawings from Integra to submit the fire strategy for the Sports Pavilion. There are still some concerns regarding the patchy colour on the acoustic ceiling panels in the hall. Samples of the stained zinc shingles have been sent for analysis it is hoped that cleaning and directly applied patination on the metal will remove the problem.

Medical Centre

The final snagging, tests are underway. Electrical and Gas Meters are installed.

Hub

The first floor has ceiling tiles installed; the woodwork is having the final finishes applied.

The rear staircases have had new balustrades manufactured and installed.

95% of the sanitary ware has been installed. The main hall floor is complete, walls decorated, stage lighting bars installed, and the retractable seating is being installed.

We need to agree the final dimensions and fabric colour for the stage curtain.

The sliding doors have been commissioned and are working.

The library is undergoing final carpentry and decorations.

The kitchen is awaiting final snagging.

The plant room is complete apart from test, commission, and insulation.

The retractable seating is currently being installed.

Sports Pavilion

The main services and meters are connected.

The electrical testing is underway, and services are being commissioned.

The floor layers are commencing in the changing rooms.

The gas supply to the boiler is being installed.

Externally

The planters to the Medical Centre are underway.

Kerbs and footpaths to the pavilion, and the formation of the additional steps to the cycle path have commenced.

The bin stores to the Hub and MC are complete.

The decant of the site office has been completed and the site containers have been removed.

I will update the February Full Council with my report from the Hub Boarding Meeting, 28th January 2021.

11. 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 **APPROVED** the following confidential minutes: -

Full Council Meeting
Open Spaces and Environment
Finance and General Purposes

17 December 2020
12 January 2021
21 January 2021

- b) Community Hub Tenants proposals** – Members **REFUSED** the signage proposals received from the tenant’s representative. Members requested that the Town Clerk feedback its comments and ask the tenant to resubmit after considering the feedback.

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

- c) Southborough Community Hub Confidential Matters** – Members **AGREED** to seeking legal advice surrounding the email concerning the regularisation of land before a final decision was taken. The matter would be referred to Full Council when this had been received.
- d) Southborough Hub Finances** - Councillor Francis updated Members with her report that had previously been supplied to Members with respect to the various VAT issues. Members **AGREED** to the ongoing engagement of RSM UK in an advisory role over the complex VAT issues that surround the Hub Development.

Councillor Kinghorn left the meeting at 9.13pm

The Chairman thanked Members for their attendance and closed the meeting at 9.23pm

CHAIRMAN