

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Virtual Full Council meeting of Southborough Town Council held on Thursday 25 February 2021 at 7.00 p.m.

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

**OFFICERS PRESENT:** Tracy Kelly (Town Clerk)

- 1. APOLOGIES AND REASON FOR ABSENCE** – Councillor Harris (family commitments) Councillors Clay and Lane (work 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 no Members of the Public present. No Press were present.
- 4. MINUTES** - The minutes of the Full Council meeting held on the 28 January 2021 and the Extraordinary Full Council Meeting held on 8 February 2021 were **APPROVED**.
- 5. COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	01 February 2021
Open Spaces and Environment	09 February 2021
Finance and General Purposes	18 February 2021
- 6. TOWN MAYOR'S ENGAGEMENTS** – Members **NOTED** the Chairman's recent engagements.
- 7. SOUTHBOROUGH HUB NAMING** – Members **NOTED** the previously shortlisted names but **AGREED** to delay in deciding the naming process until residents within the missed roads that had now been delivered a leaflet, had had an opportunity to take part. It was **AGREED** that an Extra Ordinary Full Council meeting be called for the 8 March 2021 to make the final determination.
- 8. ANNUAL TOWN COUNCIL MEETING** - Members **PROPOSED** to hold the Annual Town Council Meeting virtually on the Tuesday 27 April 2021, Subject to any changes in the current COVID legislation whereby this matter would then be revisited.
- 9. SOUTHBOROUGH COMMUNITY HUB UPDATE-** Councillor Blackwell verbally updated the meeting with the following:

### **Southborough Hub Update 25<sup>th</sup> February 2021**

### **Southborough Hub Board 28 January 2021**

I raised STC's concerns, which we have been raising for over 18 months, over the Section 2, VAT and SDLT with the Board. We are still awaiting the report, which was due from KCC at our December meeting. We have informed the Board as result of the advice received from RSM UK that it is our council's intention that we will opt to tax the building and that STC will hold an EO meeting to formalise this position. We

have requested a meeting with representatives from STC, RSM and KCC including financial officers at the earliest available date.

I had subsequently written to the board on 17<sup>th</sup> February requesting a meeting date to which, so far, I have not received a reply. I have stressed the urgency in resolving this financial risk to the project with our completion date being March 19<sup>th</sup>. It may mean that if this issue cannot be resolved in time that we will need to delay the handover date from KCC.

Since our December Board meeting, I had written to the Board challenging the assertion from KCC that the flooding on the Yew Tree Road Playing Fields resulting from the landscaping works, which was designed and agreed by KCC, did not fall within the remit of the Collaboration Agreement. It has now been accepted that the work did form part of the Collaboration Agreement and KCC will assist financially and with specialist officer advice. The scheme was executed as designed and we are awaiting a site visit to ascertain why the scheme is not performing as it should do.

I raised the matter of the technical specifications for the hall audio/visual equipment, which we still had not received.

We agreed that I would share the shortlist of possible names for the Hub and associated rooms with the board once our council had made its decision.

Jonathan White to update the register and include extra costs, impact of COVID and any wider impact from the VAT issues.

#### **Hub Advisory Group February 12th February 2021**

We met with Jonathan White to review the technical specification of the theatre both NP and RC had visited the site earlier in the day. We were assured that the equipment from Stage Electrics could be upgraded or modified later in the project and had already fed back to the Project Officer with changes that needed to be made. There were concerns expressed that many of the items appear to be ready to be installed and the order finalised. Jonathan White has that these could be changed and that he would follow up on lead times and halt the progress on any installation in the interim. Town Clerk has now spoken with Baxalls and David Mounter and the installation of the screen and projector has been halted but we await confirmation on the rest of the order. Baxalls had been instructed to order the equipment as directed and we are now awaiting clarification from the Project Officer on what our options are.

#### **Hub Build Progress Meeting 24<sup>th</sup> February 2021.**

The Car Park management plan is still to be confirmed as this will be followed up with Jonathan White (This forms part of the planning requirements). The Toucan crossing including the footpath reinstatements will be completed early next week 3<sup>rd</sup> March 21.

The soft landscaping beds have been cast and areas of topsoil are now being laid. The hoarding surrounding the development is slowly being removed and replaced with heras fencing until all the soft landscaping has been completed.

As part of the soft landscaping there are bench and litter bin provisions Town Clerk has asked for a copy of this as Southborough Town Council is due to increase its litter bins surrounding the playing fields and cycle path so this should ensure no duplication.

There are still concerns with the painting of the ceiling and the uneven finish this has left. 5 coats have now been applied but the ceiling cannot be spray painted as this would then fill the 'holes' that act as the sound damping.

Zinc staining- Baxhalls are still waiting for the manufacturer to supply the product they use but where they have cleaned it is already starting to weather down and not

be so apparent. Works are still in progress for the fire safety documentation and this will be followed up by David Mounter.

Still no instruction received re. Yew Tree Road Car Park resurfacing even though followed up by myself and Project. It was posed that potentially they do not have the funds available to carry out the works, but Town Clerk has again asked that at least the front entrance off Yew Tree Road needs to be improved.

GP'S and Pavilion almost complete. Some internals i.e., flooring etc to be done in main hub area.

Retail lease we have advised is almost there. We are still awaiting some minor points to be updated but will need Councillors approval.

Stage Electrics still to feed back on the update spec but Baxhalls confirm screen etc not yet installed but will chase up Stage Electrics for the new prices for the upgraded equipment on the projector and speakers.

We have raised the CCTV coverage as on the latest plans received, we do not appear to have any CCTV on the 1<sup>st</sup> floor. Town Clerk has explained it would be vital and needs to extend to the lift and backstairs area otherwise this would be a completely black spot. This is to be investigated and should not be too difficult to add additional cameras. We will need to display the correct notices that CCTV is in operation which is a legal requirement.

## 10. 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	28 January and 08 February 2021
Open Spaces and Environment	09 February 2021
Finance and General Purposes	18 February 2021

**b) Southborough Community Hub Confidential Matters – Members discussed the ongoing confidential matters.**

**c) Southborough Hub Finances - Councillor Francis updated Members with respect to the various finance issues.**

The Chairman thanked Members for their attendance and closed the meeting at 8.11pm

**CHAIRMAN**