

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



Southborough Civic Centre,  
Council Offices,  
137, London Road,  
Southborough  
TN4 0NA

25 March 2022

Dear Councillor

A meeting of Southborough Town Council will be held in the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 31 March 2022 at 7.00 p.m.** at which your attendance is required.

All meetings and agenda are open to the public except where confidential information is being discussed. The agenda of the meeting will identify whether any meeting or part of the meeting is not open to the public and explain why.

**Seating for the public will be allocated on a first come-first-serve basis and cannot be guaranteed. If you intend to attend the meeting in person, please advise the Town Clerk at [clerk@southboroughcouncil.co.uk](mailto:clerk@southboroughcouncil.co.uk) or call 01892 529176.**

Members of the public may speak under the Public Open Session as long as 24 hours' notice of their wish to do so has been given the Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

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## **AGENDA**

### **1. APOLOGIES AND REASON FOR ABSENCE**

### **2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS**

Members who have a Disclosable Pecuniary or Other Significant Interest within the meaning of the Kent Code of Conduct 2012 in any matter appearing on the agenda, are invited to declare that interest at this stage and sign the register accordingly.

### **3. PUBLIC OPEN SESSION**

Standing Order 3(d). Members of the public may speak under this item as long as 24 hours' notice of their wish to do so has been given the Town Clerk, and that the subject is relevant to this Committee. No speech may be for longer than five minutes except by resolution of the Committee or Council.

#### **4. MINUTES**

The minutes of the Full Council meetings held on the 24 February 2022 need to be agreed and signed as a correct record.

#### **5. COMMITTEE PROCEEDINGS**

To approve the proceedings of the following committees: -

|                              |               |
|------------------------------|---------------|
| Planning and Transportation  | 07 March 2022 |
| Open Spaces and Environment  | 08 March 2022 |
| Finance and General Purposes | 24 March 2022 |

#### **6. TOWN MAYOR'S ENGAGEMENTS**

The Chairman will verbally update Members on their recent engagements.

#### **7. LONE WORKER POLICY**

Members to discuss and agree the changes to the Councils Lone Worker Policy.

#### **8. MOTION**

The following motion has been put forward by Councillor Hill.

*'Southborough Town Council commits to achieve Fairtrade Town status.*

*We will actively promote Fairtrade locally, through support for local groups, churches, and schools, also through social media and various events including Fairtrade Fortnight.*

*We will promote local businesses already selling Fairtrade products and support more of them to champion Fairtrade locally also to serve Fairtrade to their staff or customers within our Town.*

*We will look at our procurement policy and wherever possible chose Fairtrade produce, including catering and refreshments.*

*We will create a Fairtrade Steering group with community representatives to support ongoing work and to promote Fairtrade.'*

#### **9. CONFIDENTIAL ITEMS**

It is proposed that during the consideration of the following items the public and press shall be temporarily excluded (Standing Order 3 (c)): -

"Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion."

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         | 24 February 2022 |
| Open Spaces and Environment  | 08 March 2022    |
| Finance and General Purposes | 24 March 2022    |

- b) **Pennington Grounds Play Equipment** – Members to discuss the attached report and quotes for the replacement or repair of the Supernova roundabout. Members to instruct the Clerk accordingly.
- c) **FM Contract for Southborough Civic Centre** – Members to discuss the attached report and documents to enable the awarding of the FM Contract surrounding the Civic Centre Buildings. Members to agree and instruct the Clerk accordingly.
- d) **Old Library site, Yew Tree Road, Southborough** – Kent County Council has put the former Southborough library site up for sale by informal tender. The bid closing date was 12 noon, 25 March 2022.

KCC has declined to offer it to Southborough Town Council under the Community Asset Transfer scheme, or to extend the tender date so that STC can complete the process of applying to Tunbridge Wells Borough Council for its registration as an Asset of Community Value (ACV), see papers previously supplied. Members to consider the following motion:

The following motion has been put forward by Councillor Blackwell.

*This Council now therefore resolves to Nominate the library site as an ACV.*

- e) **Southborough Civic Buildings Confidential Matters** – Members to discuss any confidential matters surrounding the Civic Building



Tracy Kelly  
Town Clerk  
25 March 2022