

SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

20 January 2023

Dear Councillor

A meeting of Southborough Town Council will be held at the Southborough Civic Centre, 137, London Road, Southborough, Tunbridge Wells, Kent. TN4 0NA on **Thursday 26 January 2023 at 7.00 p.m.** at which your attendance is required.

All meetings and agendas 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 Deputy Town Clerk at deputyclerk@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 Deputy 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.

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 meeting held on the 22 December 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	09 January 2023
Open Spaces and Environment	10 January 2023
Finance and General Purposes	19 January 2023

6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

7. 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	22 December 2022
Open Spaces and Environment	10 January 2023
Finance and General Purposes	19 January 2023

b) **Playing Fields Drainage Project** – Members to see the previously supplied report from the Deputy Town Clerk for discussion and decision.

c) **Tenancy Licence** – Members to see the attached draft license for discussion.

Carolyn Ripley
Deputy Town Clerk
20 January 2023

SOUTHBOROUGH TOWN COUNCIL

Minutes of the Extra Ordinary Full Council meeting of Southborough Town Council held on Wednesday 22nd December 2022 at 7.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

MEMBERS PRESENT: Councillors Francis (Deputy Chair), Elliott, Harris, Lane, Lewis, Munn, Prance, Poile

OFFICER PRESENT: Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – (Bullion Holiday) (Clay Family) (Hill Family) (Wharton Family)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None given.
3. **PUBLIC OPEN SESSION** – There were no Members of the public or Members of the press present.
4. **MINUTES** - The minutes of the Full Council meeting held on the 30 November 2022 were **APPROVED** and signed as a correct record.
5. **COMMITTEE PROCEEDINGS** – Members **RESOLVED** to approve the minutes from the following meetings.

Planning and Transportation	05 December 2022
Open Spaces and Environment	06 December 2022
Finance and General Purposes	08 December 2022

6. **TOWN MAYOR'S ENGAGEMENTS** – Members **NOTED** the Mayoral engagements that were reported.
7. **BUDGET 2023- 24** - Members **APPROVED** the Budget for 2023 - 24. The tax base rate of 4389.75 and the band D figure of 148.49. Councillors passed on their thanks the councils Finance Officer for all the hard work that had been put in to produce a difficult budget
8. **APPOINTMENT OF EXTERNAL AUDITORS** - Members **NOTED** the previously supplied email advising of this Councils external Auditor for the next five years
9. **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	30 November 2022
Open Spaces and Environment	06 December 2022
Finance and General Purposes	08 December 2022

- b) **Tenancy agreement Cemetery Cottage** – Members **RESOLVED** to agree to following the council's legal advice in issuing the tenancy agreement.
- c) **Frank Weare Recreation Ground** – Members **AGREED** to selecting a Lime Green Supernova and to replacing 7 cluster stilts to the 4 striding stilts

The Deputy Chair thanked Members for their attendance and closed the meeting at 19.10pm

DEPUTY CHAIR

PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the **PLANNING AND TRANSPORTATION COMMITTEE** meeting held on **9th January 2023** at **7.00pm** at **Southborough Civic Centre, 137 London Road, Southborough, TN4 0NA**

MEMBERS PRESENT: Cllrs Lewis (Chair), Bullion, Elliott, and Wharton.

OFFICERS PRESENT: Edmund Thorley (Office Administrator).

P1. APOLOGIES AND REASONS FOR ABSENCE: Cllr I Kinghorn (Family Commitments), Cllr O Kinghorn (Family Commitments), Cllr Lane (Work Commitments) and Cllr Prance (Family Commitments).

P2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS – Councillors Lewis, Bullion, Elliott, and Wharton expressed their interest in minute number 5, application number 22/03481/FULL as the premises belong to Southborough Town Council.

P3. PUBLIC OPEN SESSION – There were 3 members of the public in attendance to speak with respect to planning application 22/03487/FULL.

P4. MINUTES OF THE MEETING

The minutes of the meeting held on **5th December 2022** were **APPROVED** at Full Council held on 15th December 2022.

P5. PLANNING APPLICATIONS

PLANNING APPLICATION: 22/02822/ADV
PROPOSAL: Advertisement - Replacement external wall mounted and hanging signs.

LOCATION: 21 London Road Southborough Tunbridge Wells Kent TN4 0RJ
STC COMMENTS: The council **APPROVED** this application.

PLANNING APPLICATION: 22/03450/FULL
PROPOSAL: Single storey rear extension, Covered glazed area, Altered steps to patio

LOCATION: 15 Brian Crescent Southborough Tunbridge Wells Kent TN4 0AP

STC COMMENTS: The council **APPROVED** this application.

PLANNING APPLICATION: 22/03527/FULL
PROPOSAL: Garage conversion (Retrospective Application),
LOCATION: 8 Oak End Close Southborough Tunbridge Wells Kent TN4 0TE
STC COMMENTS: The council **APPROVED** this application.

PLANNING APPLICATION: 22/03481/FULL
PROPOSAL: The erection of a 3m high security and gates.
LOCATION: Southborough Hub 131 London Road Southborough Tunbridge Wells Kent TN4 0NA

STC COMMENTS: The council **NOTED** this application.

PLANNING APPLICATION: 22/03487/FULL
PROPOSAL: Regularisation of 2no. parking spaces associated with planning permission 20/01462/REM

LOCATION:	Land Between Blackthorn Avenue And Aspen Way Southborough Tunbridge Wells Kent
STC COMMENTS:	The council REFUSED this application.
PLANNING APPLICATION: PROPOSAL:	22/03436/FULL Erection of single storey granny annexe for ancillary residential use associated with the dwelling.
LOCATION: STC COMMENTS:	5 Darnley Drive Southborough Tunbridge Wells Kent TN4 0TH The council APPROVED this application.
PLANNING APPLICATION: PROPOSAL:	22/03582/TPO Trees: COPPER BEECH (T1) - reduce height by 3m, North West side by 1m, South and South-East side by 2.5-3m and crown lift.
LOCATION: STC COMMENTS:	18 London Road Southborough Tunbridge Wells Kent TN4 0QB The council REFERRED this application.
PLANNING APPLICATION: PROPOSAL:	22/03246/FULL Single storey rear extension and double storey side extension plus loft conversion.
LOCATION: STC COMMENTS:	15 Yew Tree Road Southborough Tunbridge Wells Kent TN4 0BD The council APPROVED this application to the Tree Officer.
PLANNING APPLICATION: PROPOSAL: LOCATION:	22/03465/FULL Rear infill extension, loft conversion with rooflights 28 Edward Street Southborough Tunbridge Wells Kent TN4 0HA
STC COMMENTS:	The council REFUSED this application.

P6. GRANTS AND REFUSALS – The following documents have been received from Tunbridge Wells Borough Council:

a): GRANTS

PLANNING APPLICATION: PROPOSAL: LOCATION:	22/00361/ADV Advertisement Consent - Shopfront signage (Retrospective). 50 - 52 London Road Southborough Tunbridge Wells Kent TN4 0PT
STC COMMENT: (APPROVED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/02817/FULL Installation of rooflight in flat roof dormer previously approved under application reference 22/01469/LAWPRO.
LOCATION: STC COMMENT: (APPROVED)	44 Prospect Road Southborough Tunbridge Wells Kent TN4 0EN Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/03108/FULL Demolition of attached garage (retrospective), erection of wall with gate to side and erection of raised patio area to rear of property.
LOCATION: STC COMMENT: (APPROVED)	18 London Road Southborough Tunbridge Wells Kent TN4 0QB Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/03163/TPO Trees: COPPER BEECH (G1) - Reduce to near ground level up to 2 metres in height for deadwood habitat due to fungal

LOCATION:	growing around basal area and substantial decline. Replace with one standard tree adjacent to existing tree. Southborough Court Park Road Southborough Tunbridge Wells Kent TN4 0NT
STC COMMENT: (REFERRED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/03184/TPO Trees: ASH (A-D) - Reduce all trees back to previous reduction points to a height no less than 15ft for tree maintenance.
LOCATION:	12 Pennington Place Southborough Tunbridge Wells Kent TN4 0AQ
STC COMMENT: (REFERRED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/02876/FULL Demolition of existing dwellings and erection of 7 dwelling houses, new access, landscaping and parking.
LOCATION:	High Croft And The White House London Road Southborough Tunbridge Wells Kent TN4 0RQ
STC COMMENT: (REFUSED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/03173/FULL Proposed garage conversion, dropped kerb
LOCATION:	19 Colonels Way Southborough Tunbridge Wells Kent TN4 0SZ
STC COMMENT: (APPROVED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/03009/FULL Erection of entrance porch, garage conversion with associated roof changes and fenestration, alterations to front garden and rear patio, alterations to existing windows.
LOCATION:	6 Pennington Place Southborough Tunbridge Wells Kent TN4 0AQ
STC COMMENT: (APPROVED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/00717/FULL Installation of a new access track (previously approved under TW/17/03380/FULL), erection of a new lairage building and storage building, the replacement of two existing rural worker's mobile homes with a permanent dwelling and all associated engineering operations.
LOCATION:	Forge Farm Meats Limited Forge Farm Slaughter House Powder Mill Lane Southborough Tunbridge Wells Kent TN4 9EG
STC COMMENT: (NOTED)	Permission should be GRANTED
PLANNING APPLICATION: PROPOSAL:	22/03328/FULL Retrospective application for the change of use of stables and yard area for the keeping of birds of prey.
LOCATION:	Honnington Farm Vauxhall Lane Southborough Tunbridge Wells Kent TN4 0XD
STC COMMENT: (APPROVED)	Permission should be GRANTED

b): REFUSALS

None

There being no further business the Chair thanked Members for their attendance and closed the meeting at 7:26 p.m.

CHAIR

OPEN SPACES & ENVIRONMENT COMMITTEE

Minutes of the **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on **Tuesday 10th January 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

MEMBERS PRESENT: Cllrs Hill (Chair), Elliott, Lane & Prance

OFFICERS PRESENT: Carolyn Ripley (Deputy Town Clerk).

1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Kinghorn – family commitment
Cllr Ms O Kinghorn – family commitment
Cllr Lewis - work commitment
Cllr Wharton – family commitment

2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

None declared.

3. PUBLIC OPEN SESSION

No members of the public or press were present.

4. MINUTES

Council Members **NOTED** that the minutes of the meeting held on 6th December 2022 were **APPROVED** at Extraordinary Full Council on 22nd December 2022.

5. INCOME AND EXPENDITURE

Council Members **NOTED** that there are no income and expenditure reports to review at the current time due to the Christmas and New Year break. Reports from 1st December 2022 onwards will be available at the next meeting.

6. PENNINGTON RECREATION GROUND – Staff Annual Leave/Access

Council Members **NOTED** that the side gate at Pennington Recreation Ground will be left open for a two-week duration period that constitutes annual leave for the staff member who resides within the park and normally manages locking gates. Council Members **FURTHER NOTED** that the Grounds Staff Team will monitor the park on weekdays and that this decision was taken because the Town Council cannot close the park to the public, yet no longer has local staff to cover this when annual leave is being taken.

7. CONFIDENTIAL MATTERS

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 form 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 reasons (s).

Information relating to the financial and personnel affairs of the Council.

a) PENNINGTON RECREATION GROUND TENNIS COURTS – LTA Funding Update

Council Members **AGREED** to introduce a nominal tennis court booking fee once the LTA project at Pennington is complete, in order to reduce non-cancellation no shows and add to the sustainability plan required by the LTA. Council Members **APPROVED** a charge of £1 per court per one-hour session and **NOTED** that this can be administrated through the LTA ClubSpark booking software that will be used, as this includes the Sprite payment platform.

There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 7.25 p.m.

CHAIR



**Ms Carolyn Ripley
Deputy Town Clerk
11th January 2022**

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 19 January 2023 at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA

MEMBERS PRESENT: Councillors Francis (Chair) Harris (Deputy Chair), Hill, Munn and Poile.

OFFICER PRESENT: Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Clay (family matters) Councillor Blackwell (ill health)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None declared.
3. **PUBLIC OPEN SESSION** – No members of the public were present. No members of the press were present.
4. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 08 December 2022 were approved by Full Council at its meeting on 22 December 2022.
5. **CIVIC CENTRE OPERATIONS** - Members were given a verbal update by the Finance Officer. New screen is being fitted week commencing 23 January 2023. The Finance Officer reported on some recent issues on the statutory testing failures within a tenant's area. The Council's own areas are up-to-date with its statutory testing.
 - a) **Civic Centre Income report** – Members **NOTED** the reports for the Civic Centre's income.
6. **ACCOUNTS**
 - a) **Outstanding cheques** – Members **NOTED** the previously supplied cheque lists.
 - b) **Financial Statements** – Members **RESOLVED** to **ACCEPT** the income and expenditure reports between 1 December to 31 December 2022.
 - c) **Financial Summary** – Members **RESOLVED** to **ACCEPT** the Financial Summary between 1 December to 31 December 2022

7.EXTERNAL AUDTIOR – SERVICE CHARGES – Members **RESOLVED** to **AGREE** to approaching LLF Accountants to conduct the Audit on the Council's service charges.

8. CONFIDENTIAL MATTERS

It was proposed that during the consideration of the following items the public and press would 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.

Councillor Hill joined the meeting at 6.40 p.m.

- a) **Staff Wages** - Members **NOTED** the staff wages for December 2022.
- b) **Civic Centre Car Park** - Members **RESOLVED** to **AGREE** to the proposed changes to the car parking area and works will hopefully commence shortly.
- c) **Internal Audit Report** -- Members **NOTED** the previously supplied report for information. The Internal Auditor is now aware of Member's concerns, and it was **AGREED** that the Chair would write direct following the meeting.
- d) **Staffing Matters** – Members **AGREED** to using SE Employers for external employment or HR advice. Members further **AGREED** to the Job Title, Job Description and salary for the Senior Facilities Officer post which will be advertised internally in the first instance. Members **AGREED** to investigating marketing companies to provide a service to the Town Council and bring back proposals to a future meeting.
- e) **Regular Hirers** - Members **AGREED** to the recommendations made in the report for hirers of over one year.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.50 p.m.

CHAIR