

# SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

22 September 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 28 September 2023 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. CO-OPTION

Members to receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy. Members to see the previously sent policy and application forms. Applicants can speak for five minutes during the Public Open Session

## **5. MINUTES**

The minutes of the Full Council meetings held on the 27 July 2023 need to be agreed and signed as a correct record.

## **6. COMMITTEE PROCEEDINGS**

To approve the proceedings of the following committees: -

Planning and Transportation	07August & 04 September 2023
Open Spaces and Environment Committee	05 September 2023
Finance and General Purposes	21 September 2023

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

The Chair will verbally update Members on their recent engagements.

## **8. D DAY 80<sup>th</sup> ANNIVERSARY 2024**

Members will be aware that next year marks the 80<sup>th</sup> anniversary of D Day. Whilst the Town Council does not have a beacon to light Members may wish to mark this occasion with some other event. Members to see the link below for further information.

<https://www.d-day80beacons.co.uk/>

## **9. REMEMBERANCE SUNDAY EVENT**

Members to discuss how they wish to proceed with this years' Service. Members will need to elect a lead Councillor and there will be a requirement for at least 8 Councillors to manage the roads closures. Members to see the before and after photos of the War Memorial that the Deputy Clerk recently arranged to be cleaned in time for this years' service.

## **11. BRASS SIGN INFORMATION SHEET.**

Members to see the previously supplied proposed draft for the provenance/ historical information sheet that will appear next to the original brass plaque. Members to agree the design before printing can be organised.

## **12. 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	27 July 2023
Open Spaces and Environment Committee	05 September 2023
Finance and General Purposes	21 September 2023

- b) **Neighbourhood Development Plan update report** – Members to see the attached report for discussion and decision.
- c) **Tenant Matters** – Members to see the attached report for discussion and decision.



Tracy Kelly  
Town Clerk  
22 September 2023

# Southborough Town Council



## Co-Option Policy

- 1.1 The process for co-option must be open and transparent.
- 1.2 The vacancy will be advertised within the parish.
- 1.3 The advertisement to co-opt shall:
  - (i) Explain the need for co-opting
  - (ii) Method by which people can express an interest
  - (iii) A deadline for applications
  - (iv) Further info available on the website to include application form and co-option procedure and further information about the roles and responsibilities of the council.
- 1.4 Eligibility of the applicants will be confirmed by the Town Clerk.
- 1.5 All eligible applicants shall be invited to attend the next full council meeting following the application deadline and notified of the date of the meeting and the co-option process by letter. If there is more than one vacancy, candidates will be asked to nominate a Ward in which to be co-opted.
- 1.6 All members will receive copies of the candidate applications along with the summons to attend the next full council meeting following the application deadline.
- 1.7 An agenda item is set aside for applications to make a brief verbal presentation to members outlining their background, experience, relevant skills and explain why they wish to become a member of the Town Council. Each applicant will be allocated a maximum of five minutes.
- 1.8 The process will be carried out in the public session. There will be no private discussions between council members prior to the vote being taken.
- 1.9 As soon as all applicants have finished giving their submissions, the Town Council will proceed to vote. The Chair will request those councillors present to nominate any of the applicants. Applicants will require a proposer and a seconder to progress to the voting stage. Council Members will only be allowed to nominate and support one of the applicants.

- 2.0 The Chair will then place the names of those nominated in alphabetical order and proceed to vote.
- 2.1 The Town Council will appoint the co-opted members by voting. The voting procedure is as follows:
- A successful candidate must have received an absolute majority vote by those councillors present.
  - It follows that if there are more than two candidates for one vacancy and no one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.
  - This process must, if necessary, be repeated until an absolute majority is obtained.
  - If there is more than one vacancy and the number of candidates equals the number of vacancies all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
  - The Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold a bye-election to fill vacancies.
- 2.2 The co-opted members will be asked to sign a Declaration of Acceptance of Office and a Declaration of Acceptance of the Town Council Constitution. They may then take their seat at Council and will be appointed to a committee and as a representative to local organisations.
- 2.3 As soon as practicable following their co-option members will be invited to attend an Induction and Training session with the Town Clerk.

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on **Thursday 27<sup>th</sup> July 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

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**MEMBERS PRESENT:** Councillors Reeves (Deputy Chair), Allen, Bridges, Dury, Elliott, D Francis, J Francis, I Kinghorn, O Kinghorn, Lewis, Opara, Poile.

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

**Before the commencement of the meeting a talk was given by Bob Prance on the local twinning association SHDOFA.**

7. **CIVIC AWARDS** - Item 7 of the agenda was brought forward at the agreement of Council Members for the Deputy Mayor to present Leonie Barker with her Civic Awards medal.

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Bullion and Figgett – Family commitments  
Cllr Hill, and Wharton – health reasons

2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** - None declared.

3. **PUBLIC OPEN SESSION** – Three Members of public were in attendance. One re Minute 7 and two re Minute 9(b).

4. **MINUTES** – The minutes of the Full Council meeting held on the 29 June 2023 were **AGREED** and signed as a correct record.

### 5. COMMITTEE PROCEEDINGS

Members **RESOLVED to APPROVE** the proceedings of the following committees: -

Planning and Transportation	03 July 2023
Open Spaces and Environment Committee	04 July 2023
Finance and General Purposes	20 July 2023

With the following amendments to the Planning and Transportation minutes in removing Councillor Lewis from attending and on the Finance and General Purposes Committee in adding two Apostrophes.

6. **TOWN MAYOR'S ENGAGEMENTS** – None given as the Chair was currently away for health reasons.

8. **TUNBRIDGE WELLS POLLING REVIEW** - Members **AGREED** to the Town Clerk responding asking the review to rename 'Southborough South' to Southborough East'

### 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)): -

“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** – Council Members **AGREED** to the following confidential minutes: -

Full Council Meeting	29 June 2023
Open Spaces and Environment Committee	04 July 2023
Finance and General Purposes	20 July 2023

- b) **Easement on Southborough Common** – Members **AGREED** to the granting of an easement subject to the land valuation and the applicant paying the Councils legal fees.
- c) **Royal Victoria Hall historic information sheet** – Members **AGREED** to use the template supplied with the alteration at the beginning to read ‘to celebrate Queen Victorias Diamond Jubilee’ Members asked to see the draft copy before creating the final for display.

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.01 p.m.**

**DEPUTY CHAIR**

## OPEN SPACES & ENVIRONMENT COMMITTEE

Minutes of the **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on **Tuesday 5<sup>th</sup> September 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

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**MEMBERS PRESENT:** Cllrs Lewis (Chair), Kinghorn (Deputy Chair), Figgett, Elliott, Hill and Stewart.

**ALSO PRESENT:** Cllr Bridges

**OFFICERS PRESENT:** Carolyn Ripley (Deputy Town Clerk)

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllr Mrs Kinghorn – Ill Health  
Cllr Opara – Another Commitment  
Cllr Wharton – Ill Health

### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

The following interests were declared in reference to item 8:

Cllr Lewis: Allotment Tenant  
Cllr Hill: Allotment Tenant  
Cllr Stewart: Allotment Tenant

### 3. PUBLIC OPEN SESSION

Three members of the public were present in reference to items 8 and 9a. No members of the press were present.

### 4. MINUTES

Council Members **NOTED** that the minutes of the meeting on 4<sup>th</sup> July 2023 were approved at Full Council on 29<sup>th</sup> July 2023.

### 5. INCOME AND EXPENDITURE

Council Members **APPROVED** the previously supplied income and expenditure reports relating to Open Spaces for the period 1<sup>st</sup> – 30<sup>th</sup> June 2023 and 1<sup>st</sup> – 31<sup>st</sup> July 2023 (Reports are always a month in arrears).

### 6. PENNINGTON RECREATION GROUND – SITE SECURITY

Council Members **AGREED** that improved security measures were needed at Pennington in light of increasing anti-social behaviour and vandalism. Council Members **AGREED** that the Deputy Town Clerk should investigate and gather quotes for increased surveillance options.



## 7. FRANK WEARE RECREATION GROUND – SECURITY/ANTI-SOCIAL BEHAVIOUR

Council Members **NOTED** the email from a resident as forwarded by Greg Clark and **AGREED** to monitor the situation at Frank Weare.

## 8. ALLOTMENT TERMS AND CONDITIONS – BONFIRES REVIEW

Council Members **AGREED** to ban bonfires in the hotter months of June, July and August.

## 9. 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) OLD FOOTBALL PAVILION, PLAYING FIELDS – SOUTHBOROUGH F.C.

Council Members **AGREED** that the Deputy Town Clerk should advise Southborough F.C. to apply for Section 137 Grant Funding assistance from the Town Council.

### b) SOUTHBOROUGH CIVIC CENTRE/TOWN SQUARE – PLANTING AREAS

Council Members **NOTED** that the Town Clerk will be arranging for turfing of a small portion of the large planting area at the edge of the playing fields entrance, which is being used as a cut-through to London Road. Council Members **AGREED** to convene a meeting of the Southborough in Bloom Working Group to put together a detailed and clear programme of proposed works, primarily for the large planting area at the edge of the playing fields in the first instance, but for wider planting areas around the Town Square, as desired. Council Members **NOTED** that the detailed programme of works must then come back to committee for agreement before a formal discussion with the contractor responsible for the Facilities Management Contract can take place.

### c) SOUTHBOROUGH COMMON/MODEST CORNER – FOR INFORMATION

Council Members **NOTED** the previously supplied emails from a resident at Modest Corner regarding activities on Town Council-owned land.

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.25 p.m.**

**CHAIR**

**Miss Carolyn Ripley  
Deputy Town Clerk  
6<sup>th</sup> September 2023**

## PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** on **7<sup>th</sup> August 2023** at **Southborough Civic Centre**

**MEMBERS PRESENT:** Poile (Deputy Chair), Bridges, Bullion, Elliott, I Kinghorn, Lewis, Stewart

**OTHER COUNCILLORS PRESENT:** N/A

**OFFICERS PRESENT:** Rebecca Kelly (Office Administrator)

### **P1. APOLOGIES AND REASONS FOR ABSENCE**

Cllr Dury – Annual leave, Cllr Wharton – Ill health

**P2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** - None Declared

**P3. PUBLIC OPEN SESSION** – None Present.

**P4. MINUTES OF THE MEETING:** Minutes of the meeting held on Monday 3<sup>rd</sup> July 2023 were discussed and approved at Full Council at its meeting on 27<sup>th</sup> July 2023.

### **P5. PLANNING APPLICATIONS**

<p>PLANNING APPLICATION: PROPOSAL: LOCATION: STC COMMENT:</p>	<p>23/01659/FULL Listed Building Consent - Alterations to first floor interior rooms. 27 Holden Road Southborough Tunbridge Wells Kent TN4 0QG Permission should be <b>GRANTED</b>.</p>
<p>PLANNING APPLICATION: PROPOSAL: LOCATION: STC COMMENT:</p>	<p>23/00190/FULL Single storey rear extension. 17 Holden Road Southborough Tunbridge Wells Kent TN4 0QG Permission should be <b>REFUSED</b>.</p>
<p>PLANNING APPLICATION: PROPOSAL: LOCATION: STC COMMENT:</p>	<p>23/01643/FULL Demolition of existing garage and erection of new dwelling Garages To The Rear Of 21 &amp; 23 Ladys Gift Road Southborough Tunbridge Wells Kent TN4 0JT Permission should be <b>GRANTED</b>.</p>
<p>PLANNING APPLICATION: PROPOSAL: LOCATION: STC COMMENT:</p>	<p>23/01861/FULL Variation of Condition 6 of Planning Permission 22/03323/FULL (STC COMMENTS 06 DEC 2022 - APPROVED) - expand permitted usage of commercial units to include class E(d) and E(e) and remove B8 usage Moatenden Vauxhall Lane Southborough Tunbridge Wells Kent TN4 0XD Permission should be <b>GRANTED</b>.</p>
<p>PLANNING APPLICATION: PROPOSAL: LOCATION: STC COMMENT:</p>	<p>23/01912/TPO Trees: TURKEY OAK (T1) - reduce crown 3m Fruit Trees London Road Southborough Tunbridge Wells Kent TN4 0PX <b>NOTED</b>.</p>
<p>PLANNING APPLICATION: PROPOSAL: LOCATION:</p>	<p>23/01583/FULL The alteration of an existing 12 no. unit two storey apartment building to provide a further 9 no. units, incorporating, lift, two extra floors and renewal of the exterior appearance Coppers Court Yew Tree Road Southborough Tunbridge Wells</p>

Kent TN4 0BA  
 Permission should be **REFUSED**.  
 STC COMMENT: 23/01921/FULL  
 PLANNING APPLICATION: Variation of Condition 2 of Planning Permission 23/00490/FULL  
 PROPOSAL: (Single storey rear extension with roof mounted solar panels) -  
 inclusion of window in south west elevation  
 LOCATION: 22 Park Road Southborough Tunbridge Wells Kent TN4 0NX  
 STC COMMENT: Permission should be **GRANTED**.

23/01971/FULL  
 PLANNING APPLICATION: Alterations to rear extension to form a new terrace. Construction  
 PROPOSAL: of small single storey, glazed sun room extension to rear. Minor  
 alterations to house fenestration. Demolition of 2no. garden  
 outbuildings and construction of a new single storey outbuilding.  
 LOCATION: Firlie House , Darnley Drive, Southborough, Tunbridge Wells,  
 Kent, TN4 0TH  
 STC COMMENT: Permission should be **GRANTED**.

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

23/01111/FULL  
 PLANNING APPLICATION: Creation of a second floor to provide for 2 studio apartments  
 PROPOSAL: together with some internal alterations to the first floor  
 LOCATION: 24 London Road Southborough Tunbridge Wells Kent TN4 0QB  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

23/01282/TPO  
 PLANNING APPLICATION: TREES: Part A: OAK (T1) - Reduce and remove limbs  
 PROPOSAL: overhanging driveway; OAK (T2) - Removal of decayed limbs and  
 reduce limbs overhanging garden; FIELD OAK (T3) - Prune back  
 overhang over garden. Part B: ASH (T4 & T5) - Fell  
 LOCATION: 1 Pennington Place Southborough Tunbridge Wells Kent TN4  
 0AQ  
 STC COMMENT: (NOTED) Permission was **PART APPROVED**  
 and **PART REFUSED**. Part refused was due to 'insufficient  
 arboricultural reasons submitted to warrant the felling of T4 & T5'.

23/01257/FULL  
 PLANNING APPLICATION: Variation of Conditions 2 & 3 of Planning Permission  
 PROPOSAL: 22/02674/FULL - Raise eaves height on house and bungalow,  
 Increase in ridge height to bungalow's side, Addition of solar  
 panels, External material changes  
 LOCATION: 15 & 17 Colonels Way Southborough Tunbridge Wells Kent TN4  
 0SZ  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

23/01260/FULL  
 PLANNING APPLICATION: Single storey rear extension with 3 no. rooflights  
 PROPOSAL: Havens View, London Road, Southborough, Tunbridge Wells,  
 LOCATION: Kent, TN4 0UJ  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

23/01048/FULL  
 PLANNING APPLICATION: Demolition of a vehicle repair/car sales building (Class B2 and Sui  
 PROPOSAL: Generis Use) and concrete hardstanding, erection of replacement  
 self-storage unit (Class B8 use) with associated parking and  
 landscaping  
 LOCATION: Tunbridge Wells MOT Centre North Farm Road Royal Tunbridge  
 Wells Kent TN2 3DP  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

PLANNING APPLICATION: 23/01428/FULL  
 PROPOSAL: First floor side extension, part garage conversion, alterations to fenestration  
 LOCATION: 41 Vale Road Southborough Tunbridge Wells Kent TN4 0QJ  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

PLANNING APPLICATION: 23/00673/FULL  
 PROPOSAL: Erection of two-storey rear extension  
 LOCATION: 64 Taylor Street, Southborough, Tunbridge Wells, Kent, TN4 0DX  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

PLANNING APPLICATION: 23/01263/FULL  
 PROPOSAL: Conversion and part demolition of Nos 20-22 to form 2 no. semi-detached dwellings including removal of roof to rear and fenestration; Erection of 2 storey building to form 3 no. flats; conversion of The Coach House into 1 no. flat; with parking, cycle spaces and bin store area  
 LOCATION: 20 - 22 London Road Southborough Tunbridge Wells Kent TN4 0QB  
 STC COMMENT: (GRANTED) Permission was **GRANTED**.

#### **P7. PLANNING APPEAL DECISIONS**

APPEAL REFERENCE: APP/M2270/W/22/3299852  
 INFO: Land Between Blackthorn Avenue and Aspen Way, Southborough, Tunbridge Wells, Kent TN4 9YB  
 The application Ref 21/02595/FULL, dated 9 July 2021, was refused by notice dated 3 March 2022.  
 DECISION: The appeal was **DISMISSED**.

There being no further business, the Chairman thanked Members for their attendance and closed the meeting at 7:40pm.

## PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the virtual meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** on **4<sup>th</sup> September 2023**

**MEMBERS PRESENT:** Councillors Dury (Chairman), Poile (Deputy Chairman), Bridges, I Kinghorn, Lewis, Stewart

**OFFICERS PRESENT:** Paul Gosling (Finance Officer)

### 1. APOLOGIES AND REASONS FOR ABSENCE:

Cllr Bullion – Work commitments

Cllr Elliott – Family

Cllr Wharton – Ill Health

### 1. 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.

### 2. 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 to 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.

**3. MINUTES OF THE MEETINGS** - Minutes of the meeting held on Monday 7<sup>th</sup> August 2023 to be Approved at Full Council on 28<sup>th</sup> September 2023.

### 4. PLANNING APPLICATIONS

PLANNING APPLICATION: PROPOSAL:	23/02098/TPO Trees: OAK (T1) - Reduce back to previous prune points, approx. 15-20% for weight reduction and light
LOCATION:	24 Bounds Oak Way, Southborough, Tunbridge Wells, Kent, TN4 0TX
STC COMMENT:	This Application should be <b>NOTED</b> .
PLANNING APPLICATION: PROPOSAL: LOCATION:	23/02064/FULL 4 new dwellings with 20 parking spaces Garages North Farm Road Royal Tunbridge Wells Kent TN2 3XD
STC COMMENT:	This Application should be <b>NOTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/02058/FULL Change of use of commercial premises to form no. 2 residential no. 1 bed dwellings and parking, with alterations to fenestration including addition of glazing, new rooflights, new dormer and change of door to window
LOCATION:	Workshop & Premises to The Rear Of, 6 Bedford

Road, Southborough, Tunbridge Wells, Kent,  
TN4 0HJ

STC COMMENT:

This Application should be **NOTED**.

PLANNING APPLICATION:  
PROPOSAL:

23/02125/FULL  
Loft conversion with replacement roof, two  
storey front extension, changes to materiality  
and fenestration, removal of front bays

LOCATION:

High View, 44A Pennington Road, Southborough,  
Tunbridge Wells, Kent, TN4 0SL

STC COMMENT:

This Application should be **NOTED**.

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

**a): GRANTS**

PLANNING APPLICATION:  
PROPOSAL:

23/01415/FULL  
Alterations to stone boundary wall to provide  
new pedestrian entrance

LOCATION:

David Salomons Estate, Broomhill Road, Royal  
Tunbridge Wells, Kent, TN3 0TG

STC COMMENT: (GRANTED)

Permission was **GRANTED**.

PLANNING APPLICATION:  
PROPOSAL:

23/01416/LBC  
Listed Building Consent: Alterations to stone  
boundary wall to provide new pedestrian  
entrance

LOCATION:

David Salomons Estate, Broomhill Road, Royal  
Tunbridge Wells, Kent, TN3 0TG

STC COMMENT: (GRANTED)

Permission was **GRANTED**.

PLANNING APPLICATION:  
PROPOSAL:

23/01501/FULL  
Single storey rear extension and alterations to  
fenestration

LOCATION:

22 Sir Davids Park, Southborough, Tunbridge  
Wells, Kent, TN4 0JF

STC COMMENT: (GRANTED)

Permission was **GRANTED**.

PLANNING APPLICATION:  
PROPOSAL:

23/01481/FULL  
Two storey side extension  
39 Ladys Gift Road, Southborough, Tunbridge  
Wells, Kent, TN4 0JT

LOCATION:

STC COMMENT: (GRANTED)

Permission was **GRANTED**.

PLANNING APPLICATION:  
PROPOSAL:

23/01567/FULL  
Demolition of garage, two storey side extension  
and single storey rear extension, loft conversion  
with dormer and rooflights

LOCATION:

4 Chestnut Avenue, Southborough, Tunbridge  
Wells, Kent, TN4 0BP

STC COMMENT: (GRANTED)

Permission was **GRANTED**.

PLANNING APPLICATION:  
PROPOSAL:

23/01445/FULL  
Demolition of existing dwelling and erection of  
4no. dwellings together with associated drive and

LOCATION:	access alterations including the diversion of Public Right of Way WS15
STC COMMENT: (REFUSED)	Brokeswood Lodge, The Ridgeway, Southborough, Tunbridge Wells, Kent, TN4 0AD Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/01643/FULL Demolition of existing garage and erection of new dwelling
LOCATION:	Garages To The Rear Of 21 & 23 Ladys Gift Road, Southborough, Tunbridge Wells, Kent, TN4 0JT
STC COMMENT: (GRANTED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/00190/FULL Single storey rear extension
LOCATION:	17 Holden Road Southborough Tunbridge Wells Kent TN4 0QG
STC COMMENT: (REFUSED)	Permission was <b>REFUSED</b> .

There being no further business the Chairman thanked Members for their attendance and closed the meeting at 7:30pm

**CHAIRMAN**

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 21 September 2023, at 6.00 p.m. at the Southborough Civic Centre, 137 London Road, Southborough Kent TN4 0NA.

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**MEMBERS PRESENT:** Councillors Francis (Chair), Allen, Bridges, Dury, J Francis, Hill and I Kinghorn Reeves and Poile.

**OFFICER PRESENT:** Paul Gosling (Finance Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – None
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None

**Councillor Bridges entered the meeting at 6.07pm**

3. **PUBLIC OPEN SESSION** – None present.
4. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 20 July 2023 were approved by Full Council at its meeting on 27 July 2023.
5. **CIVIC CENTRE OPERATIONS**- Members discussed and **NOTED** the Civic centre update. The Finance Officer verbally updated Members over recent events and activities.
  - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
6. **ACCOUNTS**
  - a) **Outstanding cheques** – Members **NOTED** the previously signed FPI payments.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 July 2023 to 31 August 2023.
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 July 2023 to 31 August 2023
7. **FINANCIAL MATTERS**
  - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
  - b) **Release of Funds for Tree Surgery** – Members **AGREED** on the release of funds from the Councils reserves for £10,000 for recent works carried out.
8. **BUDGET 24-25** –Members discussed general points over Budget proposals for 24-25. Further information will be fed back to future meetings after the budget subcommittee has met.



8. **CONFIDENTIAL MATTERS** - 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) **Staff Wages** - Members **NOTED** the staff wages for July and August 2023 which were previously supplied.
- b) **Staffing Matters** - Members **AGREED** to the recommendation made in the Town Clerks report after previous discussions at the H.R. Committee. The Town Councils annual leave policy will be adjusted accordingly.
- c) **Account write - offs** - Members **AGREED** to writing off the two outstanding invoices due to their monetary value and the costs involved to recover.
- d) **NDP Website provision** - Members **NOTED** the previously supplied report and quotes. Members **AGREED** to option 3 of the report for the NDP Website which will be funded from the previously allocated funds for the NDP.
- e) **Granting of Easement** - Members **NOTED** the previously supplied report for discussion and **AGREED** that the Council would require the funds in full for the easement before issuing an easement agreement. Members **REJECTED** the option of full payment at the time of sale of a property.

There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.15 pm.

CHAIR

## Remembrance Day Notes – Cllr in charge/ Councillor attending/ assisting

Cllr in charge to collect Hi Viz Waistcoats at the Civic Centre prior to the event

(Councillor in Charge to nominate a Cllr from the list to do this) to collect the service sheets to hand out to everyone at the memorial on the day. Collection to be prior to the event from the Civic Centre.

There are 11 points where road closures will be put in place. See below. Road closures will be dealt with by SKF Contractors. (Kevin on 07979 520862)

Each of these should have a Councillor standing at the road closed point.

All Councillors involved **must** wear a Hi Viz waistcoat.

1. Pennington Road just past the entrance to the Grounds (closed for the parade only)
2. Draper Street junction with Pennington Road (closed for the parade only)
3. London Road just past the junction with Holden Road (closed for the parade only)
4. Still Lane junction with London Road (closed for the parade only)
5. Victoria Road junction with London Road (closed for the parade only)
6. Lower slip road junction with London Road (closed for the parade only)
7. **Slip Road, Memorial Road junction with London Road (closed for the duration of the service)**
- 7A. London Road by junction with Church Road (closed for the parade only)
8. **Church Road junction with London Road (closed for the duration of the service)**
9. Constitutional Hill junction with Victoria Road (closed for the parade only)
10. **Church Road the war memorial side of St Peters Church (so that people can still attend church but not drive up further)**

When the parade has passed by the road closures highlighted in black above they can be re-opened and the marshal can join the service. Those that are on the **red** highlighted closures above need to remain in place until the service is over and everyone has started to go.

Councillor in charge is Marshal in charge - to control all closed points and be available to instruct all other volunteers and to ensure health and safety requirements are adhered to.

8.15 a.m. Cllr in charge to meet with Councillor volunteers to explain what they need to do. Councillors are at these points to explain to the public why the road is closed, and to support the company in charge of the road closures.

8.20 a.m. Hand out Hi Viz jackets

8.30 a.m. Each Councillor to be in position at their designated road closure.

8.45 a.m. Roads to be closed by SKF

8.55 a.m. As soon as the parade has passed and is at the memorial, the roads can be reopened and the Cllrs may join the service. Please return the Hi Viz jacket to Cllr in charge

9.00 a.m. All roads opened except numbers 7, 8 and 10. These remain closed for the whole of the service.

Councillors who have agreed to help ( it could be worth speaking to fellow Cllrs again in case those who weren't at Full Council would also be prepared to help)

**Volunteer Councillors?**

If we are short of volunteers on the day. Please be aware that we are not insured for members of the public to do this.

It is suggested that if you are unable to get enough Councillors to assist that we man those you have on the most dangerous points. I .e. suggest 7A and 8 combined, 3, 5 and 10.

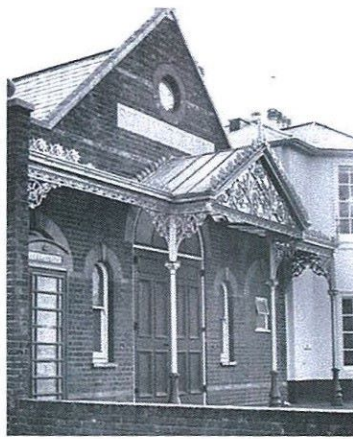
Terrorism - As a matter of course all bins on the route need to be discreetly checked.

Before









### ROYAL VICTORIA HALL

It stood on London Road, Southborough, Kent and opened on 17 January 1900 to celebrate the Diamond Jubilee of Queen Victoria.

The theatre was built as a result of a gift of the late Sir David Lionel Goldsmid-Stern-Salomons, who gave £3000 of the £5000 to build the hall to provide theatrical and other rational amusements to people who could not afford to go to theatres in the adjoining towns.

*“Exclusively for purposes of amusement...whether it be stage plays, tableaux vivants, amateur theatricals, concerts, bazaars, dances or other entertainments or meetings, political or otherwise”.*

It was supported by Southborough Urban District Council whose surveyor William Harmer designed it, but it was said that ‘the plans were really Sir David’s own’.

It was conceived as a chapel like building, with a design similar to Sir David's notable Science Theatre at Broomhill with a decorative cast iron canopy and seating inside the auditorium providing for 178 in the stalls and 90 in the circle. The stage was 25 feet deep and unusually, Sir David was able to obtain permission to use the Royal Coat of Arms for the theatre on the proscenium arch above the stage due to his royal connections.

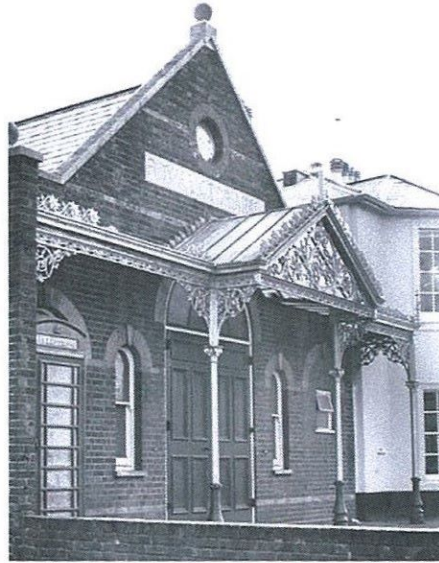
### A DETAILED DESCRIPTION OF THE INTERIOR, PUBLISHED IN DEE’S SOUTHBOROUGH, JANUARY 1900

*“The Royal Victoria Hall is at last ready to open its doors. For months past we have watched its erection with feelings of considerable curiosity, and now that it is finished these feelings have turned to wonderment. A glance at the somewhat austere looking building gives no idea of the really beautiful and costly work which the Hall contains; it is a marvel of neatness, comfort, and, we almost said, elegance. Objection has in some quarters been taken to the word theatre, but anyone who views Southborough's new building cannot fail to be of the opinion that a nicer little theatre it would be impossible to find. There is not a thing wanting; not a single item has been overlooked; the stage is made on the latest and most approved principles; the scenery and furniture would do credit to a building thrice as large, whilst the general arrangement of the whole place is calculated to give every satisfaction.”*

After considerable protest and a petition of over 10,000 signatures to save it Southborough Town Council took the decision to close the Royal Victoria Hall on 5th January 2015 and it was demolished in 2017.

# The Royal Victoria Hall

This Civic Centre occupies the site of the Royal Victoria Hall, England's first municipal theatre.



It stood on London Road, Southborough, Kent and opened on 17 January 1900 to celebrate the Diamond Jubilee of Queen Victoria.

The theatre was built as a result of a gift of the late Sir David Lionel Goldsmid-Stern-Salomons, who gave £3000 of the £5000 to build the hall to provide theatrical and other rational amusements to people who could not afford to go to theatres in the adjoining towns.

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