

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



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

21 July 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 27 July 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

**Before the commencement of the meeting there will be a short presentation by Bob Prance on SHDOFA and recent events that have taken place.**

### **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 29 June 2023 need to be agreed and signed as a correct record.

#### 5. COMMITTEE PROCEEDINGS

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

#### 6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

#### 7. CIVIC AWARDS

The Chair to present this years Civic Award recipient with their medal.

#### 8. TUNBRIDGE WELLS POLLING REVIEW

Members to see the attached email concerning the upcoming Polling Review. Members to decide if any comment is to be made by the Town Council as a whole.

<https://tunbridgewells.gov.uk/polling-review>

#### 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	29 June 2023
Open Spaces and Environment Committee	04 July 2023
Finance and General Purposes	20 July 2023

- b) **Easement on Southborough Common** – Members to see the attached report for discussion and decision.

- c) **Royal Victoria Hall historic information sheet** – Members to discuss the attached paperwork for a notice to be placed next to the original brass plaque and to confirm if they wish the notice to be sign written so a quote can be obtained.



Tracy Kelly  
Town Clerk  
21 July 2023