

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



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

24 November 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 30 November 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. MINUTES

The minutes of the Full Council meetings held on the 26 October 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	06 November 2023
Open Spaces and Environment Committee	07 November 2023
Finance and General Purposes	23 November 2023

## 6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

## 7. MEETING DATES 24-25

Members to agree the meeting dates for next year's committee cycle.

## 8. NEIGHBOURHOOD DEVELOPMENT PLAN UPDATE

Members to note the previously supplied report concerning the Neighbourhood Development Plan.

## 9. TWINNING MATTERS

Members to note the attached report from SHDOFA. Members to see the previously supplied S137 application on behalf of SHDOFA for consideration and granting.

## 10. 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	26 October 2023
Open Spaces and Environment Committee	07 November 2023
Finance and General Purposes	23 November 2023

*Tracy Kelly*

Tracy Kelly  
Town Clerk

24 November 2023

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on **Thursday 26<sup>th</sup> October 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 Hill (Chair), Bridges, Bullion, Elliott, Figget, J Francis, I Kinghorn, Poile, Spickett and Stewart.

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

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllrs Reeves (Deputy Chair), O Kinghorn and Wharton – health reasons.  
Cllrs Allen, Dury, D Francis, Lewis, Opara- Family Commitments.

2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Cllr J Francis declared an interest in item 9.
3. **PUBLIC OPEN SESSION** – One Member of public was in attendance who spoke on item 8 of the minutes with their proposals surrounding possible volunteer workers and community engagement.
4. **MINUTES** – The minutes of the Full Council meeting held on the 29 September 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	02 October 2023
Open Spaces and Environment Committee	03 October 2023
Finance and General Purposes	19 October 2023
6. **TOWN MAYOR'S ENGAGEMENTS** – The Chair verbally updated Members of her recent activities which Members **NOTED**.
7. **CIVIC AWARDS** - Members **APPROVED** going ahead with the Civic Awards for 23/24.
8. **EVENTS – TOWN SQUARE** – Members discussed the various possible events and activities that could be carried out on the Town Square and Civic Centre. Members **AGREED** to look at the insurance liabilities for volunteers, the possibility of using the information screen in the Civic Centre more effectively and to putting together a steering group with Council Members and Members of the Public to discuss possible uses. This matter will be reported to the next Finance and General Purposes Committee.
9. **CONTAINERS ON PLAYING FIELDS** - Members **AGREED** that the TWYFC Container located next to the Southborough Football Club Pavilion must be removed. It was **AGREED** that there is nowhere suitable that it could be relocated on the fields so it will need to be removed

completely from site. TWYFC will be advised of the Council Members decision and have asked that TWYFC urgently speak to Southborough Football club advising when they will be removing the container.

**Councillor J Francis left the meeting shortly after discussions commenced on item 9**

## **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)): -

“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 September 2023
Open Spaces and Environment Committee	03 October 2023
Finance and General Purposes	19 October 2023

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.30 p.m.**

**CHAIR**

## PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** on **6<sup>th</sup> November 2023** at **Bounds Oak, Southborough Civic Centre**.

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

**OTHER COUNCILLORS PRESENT:** N/A

**OFFICERS PRESENT:** Rebecca Kelly (Administration Officer)

**P1. APOLOGIES AND REASONS FOR ABSENCE:** Cllr Bridges – Work Commitments, 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 2<sup>nd</sup> October were discussed and approved at Full Council at its meeting on 26<sup>th</sup> October 2023.

### **P5. PLANNING APPLICATIONS**

- |                                    |   |
|------------------------------------|---|
| PLANNING APPLICATION:<br>PROPOSAL: | 23/02550/FULL<br>Extension of outbuilding (timber shed) in the rear garden (Retrospective)  |
| LOCATION:<br>STC COMMENT:          | 7 Brokes Way, Southborough, Tunbridge Wells, Kent, TN4 0AR<br>Permission should be <b>GRANTED</b> .   |
| PLANNING APPLICATION:<br>PROPOSAL: | 23/02656/TPO<br>Trees: BEECH (T1)-Thin by 30%; BEECH (T2) – Remove x2 small low hanging limbs   |
| LOCATION:<br>STC COMMENT:          | 26 Bounds Oak Way, Southborough, Tunbridge Wells, Kent, TN4 0TN<br><b>NOTED.</b>  |
| PLANNING APPLICATION:<br>PROPOSAL: | 23/02692/FULL<br>Replacement front gates  |
| LOCATION:<br>STC COMMENT:          | 22 Park Road, Southborough, Tunbridge Wells, Kent, TN4 0NX<br>Permission should be <b>GRANTED</b> .   |
| PLANNING APPLICATION:<br>PROPOSAL: | 23/02801/FULL<br>Change of use from office to residential, conversion and new first floor extension of The Coach House to form 2 No. apartments   |
| LOCATION:<br>STC COMMENT:          | The Coach House Still Lane Southborough Tunbridge Wells Kent TN4 0FP<br>Permission should be <b>REFUSED</b> . Concerns were raised regarding the lack of amenities such as parking and overdevelopment in the area. |
| PLANNING APPLICATION:<br>PROPOSAL: | 23/02869/FULL<br>Demolition of bungalow and garage & erection of 2 No. semi-detached 3 No. bedroom dwellings, with associated parking and the extension of a dropped kerb.  |
| LOCATION:<br>STC COMMENT:          | 36 Hillcrest, Southborough, Tunbridge Wells, Kent, TN4 0AJ<br>Permission should be <b>REFUSED</b> . Concerns were raised of overdevelopment in the area.  |

PLANNING APPLICATION: 23/02872/FULL  
 PROPOSAL: Erection of two storey side extension, single storey rear extension and rear canopy roof; Replacement of existing front porch with proposed front porch; Demolition of existing garage; Driveway alterations including alterations to and additional dropped kerbs

LOCATION: 8 Darnley Drive, Southborough, Tunbridge Wells, Kent, TN4 0TL  
 STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/02600/FULL  
 PROPOSAL: Removal of the UPVC porch and supporting brickwork, modern style swing open window (UPVC) and 1960s internal glass door. Install a new front door and sash windows.

LOCATION: 21 Modest Corner, Southborough, Tunbridge Wells, Kent, TN4 0LS  
 STC COMMENT: Permission should be **GRANTED**.

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

**a): GRANTS**

PLANNING APPLICATION: 23/02064/FULL  
 PROPOSAL: 4 new dwellings with 20 parking spaces  
 LOCATION: Garages, North Farm Road, Royal Tunbridge Wells, Kent, TN2 3XD  
 STC COMMENT: (**NOTED**) Permission was **GRANTED**.

PLANNING APPLICATION: 23/02058/FULL  
 PROPOSAL: 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: (**GRANTED**) Permission was **GRANTED**.

PLANNING APPLICATION: 23/02125/FULL  
 PROPOSAL: 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: (**NOTED**) Permission was **GRANTED**.

PLANNING APPLICATION: 23/02321/FULL  
 PROPOSAL: Replacement of rear conservatory with extension, installation of frosted window to first floor south elevation and associated landscaping changes.

LOCATION: 11 Edward Street, Southborough, Tunbridge Wells, Kent, TN4 0HP  
 STC COMMENT: (**GRANTED**) Permission was **GRANTED**.

PLANNING APPLICATION: 23/02315/FULL  
 PROPOSAL: Single storey garage conversion and new cladding to 1st floor

LOCATION: 46 Kibbles Lane, Southborough, Tunbridge Wells, Kent, TN4 0JP  
 STC COMMENT: (**GRANTED**) Permission was **GRANTED**.

PLANNING APPLICATION: PROPOSAL:  LOCATION: STC COMMENT: <b>(GRANTED)</b>	23/02282/FULL Palisade fence with security gates around the perimeter of the application site and the introduction of a new roller shutter doorway on the eastern elevation of Unit 21 Chapman Way. 20 Chapman Way, Royal Tunbridge Wells, Kent, TN2 3EF Permission was <b>GRANTED</b> .
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**7. HIGHWAYS IMPROVEMENT PLAN** - It was proposed in the last Planning Committee meeting (2 October) for Members to investigate how to progress with a HIP in Southborough. Cllr Dury had further contact with David Lyddon who attended our previous Committee meeting. With this information, plus a Highways Information Pack provided by Nigel Rowe (Community Engagement Officer for Highways & Road Safety), members have agreed to read through this pack and decide on which projects to focus on. The Chair proposed no working group be made for this and for this to be kept in discussions at the Planning & Transportation Committee. All members agreed. A general discussion commenced with the following points raised:

- Cllr Lewis would like to see all sides streets in Southborough & High Brooms at 20mph.
- Cllr Poile proposes asking for a slower speed first before moving on to a crossing.
- Cllr Lewis & Dury mentioned concerns of the give way at top of Quarry Hill where the A21 connects to the A26 towards London Road.

It was decided that an agenda item will be added to the next Committee Meeting (4 December) to discuss the Highway Improvements Plan in greater detail and decide on the main projects from this. Following this discussion, Members will invite Nigel Rowe to a future meeting for advice.

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

## OPEN SPACES & ENVIRONMENT COMMITTEE

Minutes of the **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on **Tuesday 7<sup>th</sup> November 2023 at 7.00 p.m.** at the Southborough Civic Centre, 137 London Road Southborough, KENT TN4 0NA.

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

**ALSO PRESENT:** Cllr Spickett

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

### 1. APOLOGIES AND REASONS FOR ABSENCE

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

### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

The following interests were declared in reference to item 6A (Allotment Increases Only):

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

### 3. PUBLIC OPEN SESSION

Matt Glazier of the LTA was present in reference to item 6B. No members of the public or press were present.

### 4. MINUTES

Council Members **NOTED** that the minutes of the meeting on 3<sup>rd</sup> October 2023 were **APPROVED** at Full Council on 26<sup>th</sup> October 2023.

### 5. INCOME AND EXPENDITURE

Council Members **NOTED** the previously supplied income and expenditure reports relating to Open Spaces for the period 1<sup>st</sup> – 30<sup>th</sup> September and 1<sup>st</sup> – 31<sup>st</sup> October 2023.

### 6. 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): -

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These items are considered confidential for the following reasons (s).

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



**a) CHARGES – PROPOSED INCREASES 2024-2025**

**Cemetery Charges** – Council Members **APPROVED** a 6.7% increase to the charges made within Southborough Cemetery from 1<sup>st</sup> April 2024. There is no VAT applicable.

**Football Maintenance Charge** – Council Members **APPROVED** a 6.7% increase from 1<sup>st</sup> April 2024 to the annual costs from each of the Clubs towards the maintenance of the fields as follows, before applicable VAT is added:

- Southborough Football Club £811.60
- Armada £811.60
- Tunbridge Wells Youth Football Club £3794.81

**Allotments** – Council Members **APPROVED** a 12% increase to allotment rents to cover increasingly high water charges, taking the cost to £7.81 per rod from 1<sup>st</sup> April 2025. Council Members **NOTED** that allotment rent increases have to be notified to plot holders a year in advance and thus the charges for 1<sup>st</sup> April 2024 were already agreed upon last year at £6.98 per rod.

**Common and Council Land Exercise Groups** – Council Members **APPROVED** a 6.7% increase from 1<sup>st</sup> April 2024, which will be £33.61 plus VAT.

**b) TENNIS CHARGES – 2024-2025**

Council Members **APPROVED** the introduction of a new annual season ticket option at £40.00 per annum and a pay and play rate of £4 per court per hour from 1<sup>st</sup> April 2024.

**c) FOOTPATHS ON PLAYING FIELDS ADJACENT TO YEW TREE ROAD ALLOTMENTS**

Council Members **APPROVED** the quote from Swift Surfacing Ltd.

**d) PENNINGTON RECREATION GROUND – SECURITY/CCTV**

Council Members **APPROVED** the quote from 1<sup>st</sup> Ace Security Ltd.

**e) PENNINGTON RECREATION GROUND – NEW SWINGS EQUIPMENT**

Council Members **APPROVED** the Playdale 2 Bay 4 Flats Swing Set option.

**f) HOLDEN POND – STAGE ONE REPORT/STAGE TWO REPORT**

Council Members **NOTED** the previously supplied report by the Deputy Town Clerk, plus update and next stage reports from Pete the Pond.

**g) WOLDINGHAM HOMES - COMMON LAND AT MODEST CORNER**

Council Members **REJECTED** any application for extension of a licence for the hoarding enclosing a portion of Common Land and **AGREED** to request immediate removal.

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 8.07 p.m.**

Miss Carolyn Ripley  
Deputy Town Clerk  
8<sup>th</sup> November 2023

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 23 November 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), Dury, J Francis, I Kinghorn and Poile.

**OFFICER PRESENT:** Paul Gosling (Finance Officer) Farhad Khan (Senior Facilities Officer)

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillor Allen, Bridges, Hill (work commitments) and Councillor Reeves (family commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillors Francis, J Francis, I Kinghorn and Poile declared an interest in item 7(b).
3. **PUBLIC OPEN SESSION** – None present.
3. **MINUTES OF THE MEETINGS** - The minutes of the meeting held on Thursday 19 October 2023 were approved by Full Council at its meeting on 26 October 2023.
5. **CIVIC CENTRE OPERATIONS-** Members **NOTED** the verbal update by the Finance Officer on the Civic centre.
  - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
  - b) **RVH Signage** - Members **AGREED** the signage in its proposed format. Members Thanked the Finance Officer for the all the work in removing the damage from the original documents and cleaning of the plaque.
6. **ACCOUNTS**
  - a) **Outstanding FPI Payments** – Members **NOTED** the previously signed FPI payments.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1 October to 31 October 2023.
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 October to 31 October 2023
7. **FINANCIAL MATTERS**
  - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
  - b) **S137 Grant request SHDOFA** – Members **DEFERRED** the S137 application form from SHDOFA for consideration at Full Council.
  - c) **Investments** – Members **AGREED** to investing a further £75,000.00 with the CCLA. The Town Clerk to provide the required forms for submission.
8. **BUDGET 24-25** –Members discussed the final draft Budget proposals for 24-25. The Council is now waiting for the Tax base advice to enable it to submit the final budget to Full Council for approval.

## 9. CHRISTMAS CLOSING

Members **AGREED** to the Christmas closing for the Council Offices and ground staff. The Facilities team will be closed on 23 and 24 December 2023, Christmas day 25<sup>th</sup>, and Boxing Day 26<sup>th</sup>, But will be covering the building at other times during this period.

10. **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 to **NOTED** the staff wages for October 2023 which had previously been supplied. Members further **NOTED** the NJC pay increase now received.
- b) **External Annual Audit** - Members **AGREED** to contact SAAA over the recent external audit and follow their complaints procedure.
- c) **Civic Centre** - Members **NOTED** the Finance Officers report. Members thanked the Senior Facilities Officer and the Finance Officer for their hard work in organising additional business and events.
- d) **Charges** –Members discussed the following charges:

**Community Centre** – Members **AGREED** to increase the hire charge by 6.7% for the year 24/25.

**Southborough Civic Centre hire** – Members **AGREED** to remove the additional kitchen charge. Waste removal will remain the same as previously charged. Members **AGREED** to raise the current hire charge by 5% and further **AGREED** to charge the same fee for lighting and sound hire. Members **AGREED** for a weekend charge to be made for the smaller rooms, but these will still be under constant review as previously agreed at committee.

**There being no further business the Chair thanked everyone for their attendance and closed the meeting at 7.35 pm.**

**CHAIR**

# SOUTHBOROUGH TOWN COUNCIL

Town Clerk

Tel: (01892) 529176



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

## Meeting Dates 2024 / 2025

Annual Town Meeting – 23 April 2024

Annual Town Council Meeting – 14 May 2024

Planning and Transportation Committee (Mondays unless there is a Bank Holiday)

2 April	Tues 7 May	3 June	1 July
5 August	2 September	7 October	4 November
2 December	6 January	5 February	4 March

Open Spaces and Environmental Committee (Tuesdays unless there is a Bank Holiday)

3 April	Wed 8 May	4 June	2 July
3 September	8 October	5 November	3 December
7 January	6 February	5 March	

Finance and General Purposes Committee (Thursdays)

18 April	23 May	20 June	18 July
19 September	24 October	21 November	12 December
23 January	20 February	20 March	

Full Council (Thursdays)

25 April	30 May	27 June	25 July
26 September	24 October	28 November	19 December
30 January	27 February	27 March	

ALL COUNCIL MEETINGS ARE CURRENTLY HELD AT SOUTHBOROUGH CIVIC CENTRE, 137,  
London Road, Southborough TN4 0NA.

Councils' is a change in how meetings can be held this information will be listed on the  
Councils website.

## Southborough & High Brooms Neighbourhood Development Plan (NDP) - Update

- On the afternoon of 18<sup>th</sup> September, our two planning consultants (Alison Eardley / James Boot) visited the town and met the NDP Steering Group. They were then taken on a tour of Southborough & High Brooms.
- In the evening of the 18<sup>th</sup> September, the Steering Group held its first Community Workshop in the Unity Hall to launch the project. The event was advertised extensively across local social media, including through the Town Council's accounts. A5 flyers and A4 posters were handed out to shops and notices included in the local newspaper and the TWBC weekly newsletter. Posters were also displayed in the Town Square notice boards and other Town Council sites.

The facilities team arranged the Unity Hall with cabaret style seating to make the event more inclusive. Our two planning consultants led the evening, bringing all up to date on the purpose of Neighbourhood Development Plans (NDP), the process of developing one, and the ambitions of our NDP. Six Theme tables were staffed by the Steering Group for attendees to visit and record their comments.

The event was a huge success, with some 70 members of the public present. Some 188 comments were made and categorised to show that 45% were economic, 63% social and 79 % Environment. The top issue was the Regeneration of our High Street. – these mainly relate to the situation left by the failure of JVIP. (Council will wish to note that Councillor Dury is in discussion with the TWBC Principal Conservation Officer and urging action to save the former Bat & Ball PH heritage asset.)

- Further Community Workshops were held in St Matt's Church on the 25<sup>th</sup> October and St Thomas Parish Rooms on the 14<sup>th</sup> September. The promotion was similar to the launch event, with the addition of hand delivering some 1250 notices in the roads served by the venues. Both events were very successful with a large input of ideas by the community. These are now with the planning consultants for analysis.
- On the 23<sup>rd</sup> September Councillors Hill & Dury met with representatives of Creative Tunbridge Wells to initiate action to make the hoarding around our many derelict High St buildings more acceptable through the application of professional art work. This work is ongoing.
- On 24<sup>th</sup> October LOCALITY advised our application for funding to undertake a Housing Needs Assessment and definition of Design Codes had been approved by the Department of Levelling Up Housing and Communities. On the 8<sup>th</sup> November meetings were held between AECOM (DLUHC contractor) Alison Eardley, Ruth Chambers, Michael Dunn, and Councillor Dury to confirm the scope of these activities. A date is now being scheduled for AECOM to visit Southborough.
- A daytime Drop-In event is scheduled for the 6<sup>th</sup> December for local business leaders and shops owners to visit the Civic Centre, be briefed on the Neighbourhood Development Plan and make their comments on trading in Southborough and High Brooms. The session is being supported by the TWBC Economic Development Team who will be present to meet and liaise with our business community. This will allow the supporting community policies to be included in the NDP. The Steering Group is also working with the TWBC Economic Development Team to understand the needs of businesses in Chapmans Way  
Schemes to deliver additional footfall in our High St are being investigated; including, encouraging those driving through to stop off. This will be progressed with our business community and partners to understand the market segmentation and what actions need to be put in place. Early conversations make it clear that maintaining the free two hours in the YTR car park is essential for survival of our shops. Furthermore, the need for continuing Town Council support for activities in our Town Square must be a priority. In addition, a "heritage trail" is being considered to serve as a guide around our many valued local assets to promote the town.
- The Steering Group is planning a presence at the town's Christmas Fayre to promote the Neighbourhood Plan. Further, events are planned to engage with our youth groups and younger citizens.
- Work on the NDP Website is progressing well and a launch is scheduled for early December.

**Councillor B Dury – 19<sup>th</sup> November 2023.**



Southborough

# SOUTHBOROUGH HIGH BROOMS & DISTRICT OVERSEAS FRIENDSHIP ASSOCIATION

Twinning Charter established 1992



Lambersart

President: Mayor of Southborough

Hon Chairman  
Robert Prance  
17 Harland Way  
Southborough  
Tunbridge Wells  
TN4 0TQ  
(07768560867)

Hon Secretary  
Mrs Alison Page  
19 Meadow Road  
Southborough  
Tunbridge Wells  
TN4 0HL  
(01892) 537007

Hon Treasurer  
David Forbes  
22 Fernhurst Crescent  
Southborough  
Tunbridge Wells  
TN4 0TD  
(01892) 522943

## Report to the Southborough Town Council November 2023

It has been an active period for us over the past month or so with events and future event planning. October's pétanque match enabled us to re-establish contact with other French twinning associations from Sevenoaks and Otford after a four year absence due to Covid. It also brought us closer to TWTFa the Tunbridge Wells/Wiesbaden twinning association, three of whose members made up one of SHDOFA's 3 teams. October also saw our first French cheese and wine quiz based on an idea from Cllr. Dariel Francis which proved a great success. Hopefully, this will become an annual event and with around 400 French cheeses to choose from the event could remain a feature for many years to come. Finally, our traditional Quiz Night on 25 November marks the end of this year's organised events.

We have been able to welcome 9 new members from the Council and are extremely grateful for their support now and into the future. Two TWTFa members have also joined, including the Deputy Chair and we have a few prospectives in the pipeline. An important contact has been made with the Head of French at Skinners School. He is keen to discuss ideas with us and has been looking for additional ways of getting his A level students to France. Hopefully, with the help of the Lambersart Council, we may be able to establish a link between Skinners and a similar school in the Lambersart area as we did some years ago for St Matthews Primary School and get more youngsters involved with the twinning. In order to further increase awareness of SHDOFA in the community we will be represented at the Winter Fayre on 9<sup>th</sup> December and we are having more postcards and flyers printed which will be available not just for the Fayre but for local shops and businesses too. We are also exploring ways of increasing our social media presence beyond our existing Facebook platform.

Events already in the pipeline for next year include our annual Fêtes des Rois evening on the 20<sup>th</sup> January where we will definitely be enjoying a galette des rois. This is a cake traditionally shared at Epiphany and if you get the little 'fève' in your slice you become king or queen for the night. On 23<sup>rd</sup> March we are planning a "Language Links" evening. This is another new venture for us comprising activities which take a look at some of the key influences on the English language, mostly but not exclusively, the influence of French. Also on the horizon is the possibility of a new Beginners French group, "Do you speak Franglais?" which we hope to set up by February if there is sufficient interest. Also, there is a possibility of a SHDOFA visit in May to the Cap Gris Nez area with lunch at Wimereux, a charming seaside town on the Opal Coast near Boulogne, based on an idea from Cllr. Lewis. Hopefully, some of our French friends will join us there. In addition, we are invited on 1st June to a proposed weekend of visits and activities in Lambersart which will also be attended by members of the Viersen (Germany) twinning association, Viersen being Lambersart's other twin town. Closer to home, there is the possibility of a Southborough French event on the 12<sup>th</sup> July, the weekend of the French Bastille celebrations and we hope to have more French film evenings (with subtitles of course) during the course of the year.



**SOUTHBOROUGH TOWN COUNCIL  
GRANTS APPLICATION FORM**

**Your Details**

- 1. Name of Organisation; SOUTHBOROUGH, HIGH BROOMS & DISTRICT OVERSEAS FRIENDSHIP ASSOCIATION
- 2. Charity No. (if applicable); N/A
- 3. Name and Address of Contact (to whom all correspondence will be sent).  
MR DAVID FORBES (TREASURER)  
22 FERNHURST CRESCENT, SOUTHBOROUGH, TN4 0TD
- 4. Contact Number; 01892 522943
- 5. Email; christine m forbes 54 @ gmail.com
- 6. Position in Organisation; Treasurer

**Your Organisation**

- 7. Year Organisation Established; 1992 Twinning Charter
- 8. What does your organisation do? Please give aims and objectives. If you have a constitution, please attach this, together with any other publicity information you consider appropriate.  
To maintain friendly relations, encourage exchange visits, and promote mutual understanding and respect with our Twinned Town of Lambertsart  
We pursue these aims on behalf of STC
- 9. What area is being served by your organisation; Southborough & High Brooms

17. Please indicate the age range of the beneficiaries of any award, e.g. young children/ youth/ adult/ senior citizens

Age Range	
Under 5 Years	Yes/No
5 – 16 Years	Yes/No
16 – 25 Years	Yes/No
25 – 65 Years	Yes/No
65 +	Yes/No
All of the Above	Yes/No

**Statement in Support of Grant Request**

18. Please use the space below to include a statement in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack sent to you with this form)

We wish to encourage an exchange of young people between the two towns, participation in a soccer tournament and a visit of 'A' level students to their peers in France

**Certification**

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by Southborough Town Council

Signed: D Forbes Date: 5/11/2023

If successful, the Council will expect to be included in any publicity and its contribution noted. There will also be conditions attached to any grant awarded covering how to repay the grant should it not be used as per the application form, or if the event is cancelled. Acceptance of any funds will be deemed to be agreement of conditions attached.



Southborough High Broms & District Overseas Friendship Association

Receipts and expenditure

1 January 2022 to 31 December 2022

	2022	2021	Assets at start of year	2022	2021
<b>Income</b>			HSBC Current A/c	5871.78	4550.29
Subscriptions	348.00	357.00	HSBC Deposit A/c		1249.35
Bank Interest	0.00	0.10	Petty cash	30.01	30.01
AGM lunch	548.00	677.00	Total assets	6901.79	5869.65
Quiz	535.00	368.00			
Quiz Nov	435.00				
Somme Deposits	1725.80	183.40			
BBO	620.00	601.50			
30 th	1755.00				
Council grant	1200.00	1060.80			
Donation	12.50				
Fete	7179.30	5.00			
		3173.00			
<b>EXPENDITURE</b>					
AGM	220.43	796.01			
Flowers		23.00			
BBO	255.00	158.35			
30th	3304.51				
Meeting room	144.30				
Quiz	242.00	201.50			
Quiz Nov	184.00				
Insurance	223.82	220.00			
Insurance	0.00				
Sound system	45.00				
Donation Gerard Taners		98.00			
Bank charges	95.56				
Somme trip 2020	1240.79	544.00			
Staff	25.00				
Just Give Refugees	100.00				
Southborough FC wall	6088.51	105.00			
	1090.79	2140.56			
Surplus		1032.14	Plus Surplus	1090.79	1032.14
Increase in assets			Total assets	7992.58	6901.79
			HSBC Current A/c	6911.55	5821.16
			Euro Youif Euro Youif	1050.62	1050.62
			Petty cash	30.01	30.01
			Assets at end of year	7992.58	6901.79
				2022	2021

Report of the Independent Examiner to the members of SHDOFA

I have examined the above Receipts and Expenditure accounts for the year ended 31/12/2022 and confirm they are in accordance with the records

Mr F Mondtton (Independent Examiner)

Chairman

Treasurer



D Forbes

Accounts to 31/12/2023

Opening bank a/c		7962.57	Cash	30.01
Incoming				
Memberships	246.00			
AGM	932.00			
BBQ	484.00			
Quiz	475.00			
Cheese & win	144.00			
Quiz Nov	24.00			
Purchases Alison David F	47.00			
Cash paid in	<u>30.01</u>			
	2382.01		2382.01	
Outgoing				
Bank charges	78.18			
AGM				
Hall	126.00			
Catering	123.00			
French lunch	60.00			
Gift Indep Examiner	5.50			
Entertainers	<u>50.00</u>			
	364.50	364.50		
Quiz				
Hall	90.00			
Catering	140.00			
Prizes	<u>27.00</u>			
	257.00	257.00		
Room hire		72.00		
BBQ exp		136.97		
30th gifts		109.00		
Flowers Di		35.00		
Refunds Small Jenkins		30.00		
Pub liability Ins		224.92		
Cheese & Wine				
Cheeses	139.59			
STC room hire	52.80			
Lidls	<u>45.72</u>			
	238.11	238.11		
November Quiz				
Hall hire	60.00	60.00		
Travel subsidy		57.00		
Stall Lions		25.00		
Ukraine		90.00		
Picture frames		<u>6.00</u>		
	1783.68		<u>1783.68</u>	
Balance at 14/10/2023			8560.90	

Notes

Ukraine donation £100 less J M Pannacoucke sub £10.