

# SOUTHBOROUGH TOWN COUNCIL

**Town Clerk**

Tel: (01892) 529176



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

23 February 2024

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 29 February 2024 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 Finance Officer at [Finance@southboroughcouncil.co.uk](mailto:Finance@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 14 December 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	8 January and 5 February 2024
Open Spaces and Environment Committee	14 February 2024
Finance and General Purposes	18 January and 22 February 2024

## 6. TOWN MAYOR'S ENGAGEMENTS

The Chair will verbally update Members on their recent engagements.

## 7. COUNCILLORS RESIGNATION POLICY.

Members to see the previously supplied Policy for discussion and agreement. Councillor Jason Reeves will present the policy and take questions.

## 8. CREATIVE TUNBRIDGE WELLS.

Officers from TWBC and from APPLAUSE RURAL will speak to Council Members over the possible introduction of Southborough being part of CTW activities which is part of an Arts Council initiative. Members to discuss and decide.

## 9. NEIGHBOURHOOD PLAN UPDATE.

Councillor Dury will give a verbal update on recent events.

## 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	14 December 2023
Open Spaces and Environment Committee	14 February 2024
Finance and General Purposes	18 January and 22 February 2024

### b) Civic Awards – Members to see the attached report on nominations for these awards which are presented by the Mayor at the Annual Town Meeting in April. They have been approved by the Civic Awards Committee but need formal approval by the Full Council before the awards can be offered to the prospective recipients.

b) **Staff recruitment** – Members to see the attached report for discussion and decision.

*P Gosling*  
P Gosling  
Finance Officer  
23 February 2024

## SOUTHBOROUGH TOWN COUNCIL

Minutes of the Full Council meeting of Southborough Town Council held on **Thursday 14<sup>th</sup> December 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, Dury, Elliott, Figget, Francis, J Francis, I Kinghorn, Opara, Poile, Spickett and Stewart.

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

### 1. APOLOGIES AND REASONS FOR ABSENCE

Cllrs Bullion, O Kinghorn and Wharton – Health Reasons.  
Cllrs Hill (Chair), Lewis and Bridges - Work Commitments.

**2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Councillors Elliott, Frances, J Frances, I Kinghorn, Poile, Reeves and Stewart declared an interest in item 9.

**3. PUBLIC OPEN SESSION** – no Public or Press were present.

**4. MINUTES** – The minutes of the Full Council meeting held on the 30 November 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	04 December 2023
Open Spaces and Environment Committee	05 December 2023
Finance and General Purposes	Cancelled.

**6. TOWN MAYOR'S ENGAGEMENTS** – The Chair was unable to attend so any engagements would be reported to the next Full Council Meeting.

**7. BUDGET 24-25-** Councillor Francis (Chair of the Finance and General Purposes Committee) submitted the following report surrounding the Budget. Members discussed the content and then **RESOLVED to APPROVE** the proposed budget for 24/25.

#### **Agenda item 7: Budget 2024-25**

The STC Budget suite of documents is now a formidable package – but pleased to say that for the very first time in my time as Chair, working on it has been relatively straightforward, because we have got out of the fog of uncertainty over the costs of maintenance, and potential hiring income, which took up so much modelling, consultation and correspondence time over the last four years; and we now have a tendering framework, a 5 year maintenance contract, and an income history to work with.

Full marks to Tracy, Paul, and the team for rising to the challenge of creating, not just a record that enables us to track the town's finances, including the £13M civic complex under our care, but to plan ahead.

My thanks also to Cllrs Trevor Poile & Ian Kinghorn, who have committed time to scrutiny, advice, and suggestions along the path. The figures were also considered by the Finance Committee at the November meeting.

### The Precept

The figure foremost in all minds will be the effect next year on the middle band of council taxpayers at Band D, from £148.49 to £155.69, an increase on last year of 4.85%. In the context of this year's average inflation currently running at 9%, currently falling and with the October rate at 4.6%, I recommend this to the Council.

### Headlines:

#### Costs

Last year we faced exceptional increases in fuel costs (estimates doubled from £20 to £40K), insurance premiums (up from £21K to £84K!), on top of usual anticipated inflationary increases; this year our Finance Officer has succeeded (through ruthless negotiation) in getting a better deal with both the energy companies and insurers, but energy costs remain volatile.

#### Mitigations

· Staff/consultancy – we have not recruited a successor to our late cemetery keeper, although we have filled the long-standing Grounds Staff vacancy. Grave digging continues to be outsourced, but as we mostly deal with ashes, now dealt with by our Grounds Staff. Cemetery management is now a significant addition to the Office Team's tasks.

Nor have we proceeded with the appointment of a PR consultancy for the Civic Centre, given that all those who tendered wanted a substantial retainer fee, which would have cost more than the current CC income – remains under review.

#### Income

· £30K interest on cash deposits – from significantly increased interest rates. Trending downwards, also volatile.

· £12K rent from Crundwell community centre

· Civic Centre hiring income – 24-25 total anticipated at £40,500. Newly includes £10K p.a. from letting the Brickworks Room to Applause, the local arts foundation, a steady new source of income. Permanently on F&GP for review. (N.B. - original 5 Year Business Plan was built on projected income for Y3, i.e. Y/E 31.8.2024, of £55K – thought to be optimistic even in 2019; to achieve break-even (income equals costs), annual income from hire would need to top c. £200K p.a. or an occupancy rate in excess of 75% – unlikely, making a degree of municipal subsidy inevitable. But STC must strive to improve income from this expensive asset.

## Reserves, capital outlays

STC has significant funds, >£1M, in reserves, but must remember that c.50% of this stand in the balance sheet as the Civic Centre's 'pension fund'(see Reserves sheet). Our consultant Matt Hayden (former Head of FM, KCC) has provided a detailed estimate of cost of building/plant repairs and replacements of c. £508K.

Interest rate rises have increased our interest income, but on the other hand inflation is eating away at the value of our cash deposits. We need to invest prudently in community assets such as those listed in our Reserves allocation. Council officers have worked very hard this past year on getting projects done sooner rather than later, as recommended last year. Regular maintenance is also key to keeping future costs down and the Civic Centre in the most presentable and attractive condition for hirers.

## Finally

Generally, compared with this time last year, there are positive things to report on funding:

- pavilion fencing - Estimated £15K, but around £13,000 now to be met from 106 monies. (N.B. we are still waiting for this funding, as consequential on start of sale of housing development).
- field drainage - (tender closed on 19th December 2022, completed cost outturn c.£45k against expected c.£70K) – hopefully now to be largely met from successful grant application to TWBC out of UK Shared Prosperity Fund. Discussions with TWBC Finance Officers and Cllr Rutland suggest that although allocated to arrive in 24-25, we may in fact be in line for payment in 23-24.
- tennis courts resurfacing – LTA Grant met whole cost. But requires reserve sinking fund for ongoing maintenance – contractual requirement – as breach of the LTA terms means we have to pay back grant in full.
- energy costs remain volatile.
- the increase of 45 in the tax base of households, which spreads the load more widely, and is largely outside our control, has brought the % increase below 5%.

Dariel Francis, Chair, Finance Committee, 14 Dec 2023

8. **FINANCE MATTERS.** - Members discussed the previously supplied financial reports. These had been supplied to Full Council due to the cancellation of the Finance and General Purposes Committee that was due to be held on 7 December 2024.
  - a) **Outstanding Payments** – Members **NOTED** the outstanding payment lists.
  - b) **Financial Statements** – Members **NOTED** the income and expenditure reports between 1<sup>st</sup> November and 30 November 2023
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1<sup>st</sup> November 2023 and 30 November 2023
  - d) **Civic Centre Income** – Members **NOTED** the flow charts and reports previously supplied for the Civic Centres income.
  - e) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for Neighbourhood Plan expenditure.

9. **TWINNING MATTERS** - Members **AGREED** to the granting of £500.00 to SHDOFA under the Councils s137 Grants process.

## 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 **RESOLVED to APPROVE** to the following confidential minutes: -

Full Council Meeting	26 October 2023
Open Spaces and Environment Committee	05 December 2023
Finance and General Purposes	Cancelled.

**There being no further business, the Deputy Chair thanked everyone for their attendance and closed the meeting at 7.35 p.m.**

**DEPUTY CHAIR**

## PLANNING AND TRANSPORTATION COMMITTEE

Minutes of the meeting of the **PLANNING AND TRANSPORTATION COMMITTEE** on 8<sup>th</sup> January 2024 at **Bounds Oak, Southborough Civic Centre, 137 London Road, Southborough, Tunbridge Wells, Kent TN4 0NA.**

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

**OTHER COUNCILLORS PRESENT:** N/A

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

**P1. APOLOGIES AND REASONS FOR ABSENCE:** Cllr Bullion – Ill health, Cllr Wharton – Ill health.

**P2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – Cllr Lewis declared significant interest in the two below applications:

PLANNING APPLICATION: 23/03418/FULL

PLANNING APPLICATION: 23/03439/FULL

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

**P4. MINUTES OF THE MEETING** - Minutes of the meeting held on Monday 4<sup>th</sup> December 2023 were discussed and approved at Full Council at its meeting on 14<sup>th</sup> December 2023.

### **P5. PLANNING APPLICATIONS**

PLANNING APPLICATION: 23/03190/FULL

PROPOSAL: Erection of new porch and entrance, Addition of one rear and two side windows at first floor level

LOCATION: 86 Speldhurst Road, Southborough, Tunbridge Wells, Kent, TN4 0JA

STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03233/FULL

PROPOSAL: Variation of Condition 2 of 23/02064/FULL (STC noted this application but did raise concerns on the excess amount of parking spaces for 4 dwellings) – Amend approved plans for minor revisions to elevations and bin stores.

LOCATION: Garages, North Farm Road, Royal Tunbridge Wells, Kent, TN2 3XD

STC COMMENT: **NOTED**.

PLANNING APPLICATION: 23/03108/FULL

PROPOSAL: Changes to 22/03282/FULL (Erection of two storeys, two-bed dwelling) - Add loft accommodation and single storey rear addition.

LOCATION: 47 London Road Southborough Tunbridge Wells Kent TN4 0PB

STC COMMENT: Permission should be **REFUSED**.

PLANNING APPLICATION: 23/03237/FULL

PROPOSAL: Erection of detached garage and store

LOCATION: Pond Cottage, London Road, Southborough, Tunbridge Wells, Kent, TN4 0UN

STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03226/FULL

PROPOSAL: Repair & replacement of boundary features to side of garden with associated tree works (Part-retrospective)



LOCATION: 1 Victoria Road, Southborough, Tunbridge Wells, Kent, TN4 0SA  
 STC COMMENT: Permission should be **REFUSED**.

PLANNING APPLICATION: 23/03258/FULL  
 PROPOSAL: Single storey rear extension with roof lights and internal alterations

LOCATION: 7 Andrew Road, Southborough, Tunbridge Wells, Kent, TN4 9DN  
 STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03112/FULL  
 PROPOSAL: Subdivision of ground floor shop to form 3 x shops (Class E) together with alterations to the shopfront

LOCATION: 160 - 162 London Road, Southborough, Tunbridge Wells, Kent, TN4 0PJ  
 STC COMMENT: **NOTED**.

PLANNING APPLICATION: 23/03297/FULL  
 PROPOSAL: Single-storey rear extension, garage conversion with changes to windows and doors

LOCATION: 14 Bounds Oak Way, Southborough, Tunbridge Wells, Kent, TN4 0TX  
 STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03304/FULL  
 PROPOSAL: Variation of Condition 2 of Planning Permission 23/01643/FULL - increase the footprint of the property southwards

LOCATION: 21 Ladys Gift Road, Southborough, Tunbridge Wells, Kent, TN4 0JT  
 STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03324/FULL  
 PROPOSAL: Replacement of uPVC doors with aluminium doors, uPVC window with aluminium window, and roof lantern with flat roof light

LOCATION: Chandlers, London Road, Southborough, Tunbridge Wells, Kent, TN4 0RJ  
 STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03418/FULL  
 PROPOSAL: Removal of existing conservatory and construction of single storey side/rear extension, first floor rear extension, replacement PVCu front door & window configuration

LOCATION: 31 Holden Park Road, Southborough, Tunbridge Wells, Kent, TN4 0ER  
 STC COMMENT: Permission should be **GRANTED**.

PLANNING APPLICATION: 23/03439/FULL  
 PROPOSAL: Erection of a single storey outbuilding in the rear garden with the re-building of the existing rear garden wall.

LOCATION: 48 Holden Park Road, Southborough, Tunbridge Wells, Kent, TN4 0ER  
 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: 23/01583/FULL  
 PROPOSAL: 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, Kent, TN4 0BA  
Permission was GRANTED.
- LOCATION: Coppers Court, Yew Tree Road, Southborough, Tunbridge Wells, Kent, TN4 0BA  
STC COMMENT: (REFUSED) Permission was GRANTED.
- PLANNING APPLICATION: 23/02692/FULL  
PROPOSAL: Replacement front gates  
LOCATION: 22 Park Road, Southborough, Tunbridge Wells, Kent, TN4 0NX  
STC COMMENT: (GRANTED) Permission was GRANTED.
- 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: (GRANTED) Permission was GRANTED.
- PLANNING APPLICATION: 23/02801/FULL  
PROPOSAL: Change of use from office to residential, conversion and new first floor extension of The Coach House to form 2 No. apartments  
LOCATION: The Coach House Still Lane Southborough Tunbridge Wells Kent TN4 0FP  
STC COMMENT: (REFUSED) Permission was 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: (GRANTED) Permission was GRANTED.
- PLANNING APPLICATION: 23/02946/FULL  
PROPOSAL: Proposed front door to existing annexe  
LOCATION: 5 Garlinge Road, Southborough, Tunbridge Wells, Kent, TN4 0NR  
STC COMMENT: (GRANTED) Permission was GRANTED.
- PLANNING APPLICATION: 23/02885/FULL  
PROPOSAL: Ground floor and roof side extension to replace existing garage, with new front dormer, changes to existing fenestration  
LOCATION: 5 Pinewood Gardens, Southborough, Tunbridge Wells, Kent, TN4 0NN  
STC COMMENT: (GRANTED) Permission was GRANTED.
- PLANNING APPLICATION: 23/02869/FULL  
PROPOSAL: 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: 36 Hillcrest Southborough Tunbridge Wells Kent TN4 0AJ  
STC COMMENT: (REFUSED) Permission was GRANTED.

**There being no further business, the Chair thanked Members for their attendance and closed the meeting at 8:00pm.**

## PLANNING AND TRANSPORTATION COMMITTEE

Minutes **PLANNING AND TRANSPORTATION COMMITTEE** on **05 February 2024** at **7.00 p.m.** at the Civic Centre Southborough

**MEMBERS PRESENT:** Councillors Bridges, Elliott, I Kinghorn, Lewis, Stewart, Poile, Wharton.

**Officer Present:** Paul Gosling (Finance Officer)

1. **ELECTION OF CHAIR** – Councillor Ian Kinghorn was elected Chair.
2. **APOLOGIES AND REASONS FOR ABSENCE - None**
3. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS – None**
4. **PUBLIC OPEN SESSION – No Public or Press were in attendance.**
5. **MINUTES OF THE MEETINGS** - Minutes of the meeting held on Monday 8 January 2024 are to be discussed at the next Full Council Meeting on 29 February 2024.

### 6. **PLANNING APPLICATIONS**

PLANNING APPLICATION: PROPOSAL:	23/03436/FULL First floor side extension, porch, 4 roof lights and single storey rear extension
LOCATION:	11 Colonels Way, Southborough, Tunbridge Wells, Kent, TN4 0SZ
STC COMMENTS	Permission Should be <b>GRANTED</b>
PLANNING APPLICATION: PROPOSAL:	23/03498/FULL 2 storey rear extension, extension to garage and front porch
LOCATION:	7 Harland Way, Southborough, Tunbridge Wells, Kent, TN4 0TQ
STC COMMENTS	Permission Should be <b>NOTED</b> with comments concerning privacy
PLANNING APPLICATION: PROPOSAL:	23/03497/FULL Single storey side extension
LOCATION:	Clivers Barn, Stockland Green Road, Speldhurst, Tunbridge Wells, Kent, TN3 0TL
STC COMMENTS	Permission Should be <b>GRANTED</b>
PLANNING APPLICATION: PROPOSAL:	23/03475/FULL Demolition of 8 garages and erection of 3 terraced dwellings with associated parking, landscaping and, bicycle/bin storage
LOCATION:	Area Of Land with Garages and Parking, Keel Gardens, Southborough, Tunbridge Wells, Kent
STC COMMENTS	Permission Should be <b>REFUSED</b> with Comments supporting Residents Concerns

PLANNING APPLICATION: 24/00018/FULL  
PROPOSAL: Construction of front porch and 2 dormers to roof

LOCATION: 2 Birchview, Victoria Road, Southborough, Tunbridge Wells, Kent, TN4 0LT

STC COMMENTS Permission Should be **GRANTED**

PLANNING APPLICATION: 24/00079/FULL  
PROPOSAL: Two storey side extension and part single/ two storey rear extension, stores to side. Re-roof dwelling, incorporating a flat upper crown roof. Replace 7 single glazed windows with double glazing.

LOCATION: The Old Parsonage, 28 Pennington Road, Southborough, Tunbridge Wells, Kent, TN4 0SL

STC COMMENTS Permission Should be **GRANTED**

PLANNING APPLICATION: 24/00215/TPO  
PROPOSAL: Trees: OAK (T1) - Dismantle to 3.5m habitat pole; OAK (T2) - Raise canopy and cut back 3 no. low hanging branches to give 1.5m clearance from garage

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

STC COMMENTS Permission Should be **GRANTED**

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

a): **GRANTS**

PLANNING APPLICATION: 23/03031/TPO  
PROPOSAL: Trees: LIQUIDAMBAR (T1) - Reduce height by 6 metres and laterals by 1-2 metres

LOCATION: Amber House, Holden Road, Southborough, Tunbridge Wells, Kent, TN4 0GD

STC COMMENT: (NOTED) Permission was **GRANTED**.

PLANNING APPLICATION: 23/03190/FULL  
PROPOSAL: Erection of new porch and entrance, Addition of one rear and two side windows at first floor level.

LOCATION: 86 Speldhurst Road, Southborough, Tunbridge Wells, Kent, TN4 0JA

STC COMMENT: (GRANTED) Permission was **GRANTED**.

PLANNING APPLICATION: 23/03233/FULL  
PROPOSAL: Variation of Condition 2 of 23/02064/FULL - Amend approved plans for minor revisions to elevations and bin stores.

LOCATION: Garages, North Farm Road, Royal Tunbridge Wells, Kent, TN2 3XD

STC COMMENT: (NOTED) Permission was **GRANTED**.

PLANNING APPLICATION: 23/03131/FULL  
PROPOSAL: Single storey side extension to rear of property.

LOCATION: 48 London Road, Southborough, Tunbridge Wells, Kent, TN4 0PU

STC COMMENT: (GRANTED) Permission was **GRANTED**.

PLANNING APPLICATION: PROPOSAL:	23/03108/FULL Changes to 22/03282/FULL (Erection of two storey, two-bed dwelling) - Add loft accommodation and single storey rear addition.
LOCATION:	47 London Road, Southborough, Tunbridge Wells, Kent, TN4 0PB
STC COMMENT: (REFUSED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/01710/FULL Variation of Condition 2 of Planning Permission 22/02876/FULL - Alterations to brickwork details and fenestration of all plots; change to location of air source heat pump(s).
LOCATION:	High Croft And The White House, London Road, Southborough, Tunbridge Wells, Kent, TN4 0RQ
STC COMMENT: (GRANTED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL: LOCATION:	23/03237/FULL Erection of detached garage and store Pond Cottage, London Road, Southborough, Tunbridge Wells, Kent, TN4 0UN
STC COMMENT: (GRANTED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/03304/FULL Variation of Condition 2 of Planning Permission 23/01643/FULL - increase the footprint of the property southwards
LOCATION:	21 Ladys Gift Road, Southborough, Tunbridge Wells, Kent, TN4 0JT
STC COMMENT: (GRANTED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/03297/FULL Single-storey rear extension, garage conversion with changes to windows and doors
LOCATION:	14 Bounds Oak Way, Southborough, Tunbridge Wells, Kent, TN4 0TX
STC COMMENT: (GRANTED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/03112/FULL Subdivision of ground floor shop to form 3 x shops (Class E) together with alterations to the shopfront
LOCATION:	160 - 162 London Road, Southborough, Tunbridge Wells, Kent, TN4 0PJ
STC COMMENT: (NOTED)	Permission was <b>GRANTED</b> .
PLANNING APPLICATION: PROPOSAL:	23/03226/FULL Repair & replacement of boundary features to side of garden with associated tree works (Part-retrospective)
LOCATION:	1 Victoria Road, Southborough, Tunbridge Wells, Kent, TN4 0SA
STC COMMENT: (REFUSED/NOTED)	Permission was <b>GRANTED</b> .

PLANNING APPLICATION: 23/03258/FULL  
PROPOSAL: Single storey rear extension with roof lights and internal alterations  
LOCATION: 7 Andrew Road, Southborough, Tunbridge Wells, Kent, TN4 9DN  
STC COMMENT: (GRANTED) Permission was **GRANTED**.

**b): WITHDRAWN**

PLANNING APPLICATION: 23/03059/FULL  
PROPOSAL: Provision of a remote control mini electric car race track and spectator platform (retrospective)  
LOCATION: Honnington Farm, Vauxhall Lane, Southborough, Tunbridge Wells, Kent, TN4 0XD  
STC COMMENT: (REFUSED) Applicant **WITHDREW**.

**8. APPEAL DECISIONS – Members NOTED the Appeal**

APPEAL REF: APP/M2270/W/22/3312834 – REFUSED BY TWBC  
APPEAL MADE BY: Gowing Developments Ltd  
ADDRESS: St Andrews Medical Centre, St Andrews Court, Pinewood Gardens, Southborough, Tunbridge Wells, Kent TN4 0LZ

APPLICATION REF: 22/01537/FULL dated 15 June 2022, was refused by notice dated 18 November 2022. The development proposed is the erection of three semi-detached townhouses to create six new family dwellings at the site of St Andrews Medical Centre.

STC COMMENT: (REFUSED)  
DECISION: The appeal is allowed, and planning permission is granted for the demolition of the existing building and the erection of three semi-detached townhouses to create six new dwellings at St Andrews Medical Centre, St Andrews Court, Pinewood Gardens, Southborough, Tunbridge Wells, Kent TN4 0LZ in accordance with the terms of the application, Ref 22/01537/FULL.

**9. EXAMINATION OF THE TUNBRIDGE WELLS BOROUGH LOCAL PLAN – Members NOTED the plan.**

**There being no other Business the Chair thanked everybody for attending Closed the meeting at 7:35pm**

## OPEN SPACES & ENVIRONMENT COMMITTEE

Minutes of the **OPEN SPACES AND ENVIRONMENT COMMITTEE** meeting held on **Tuesday 6<sup>th</sup> February 2024 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), Elliott, Figgett, Hill, Opara, Spickett, Stewart and Wharton.

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

### 1. APOLOGIES AND REASONS FOR ABSENCE

None given.

### 2. DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS

No interests were 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 on 5<sup>th</sup> December 2023 were **APPROVED** at Full Council on 14<sup>th</sup> December 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> November and 1<sup>st</sup> – 31<sup>st</sup> December 2023.

### 6. MAY DAY 2024 – SOUTHBOROUGH COMMON

Council Members **GRANTED** permission for the 2024 May Day Event to go ahead, scheduled for 6<sup>th</sup> May 2024 11 a.m. – 7 p.m. on Southborough Cricket Pitch, Southborough Common. Council Members **NOTED** that the list of activities for the day are to follow.

### 7. PLAYING FIELDS – CONTAINER HARDSTANDING

Council Members **AGREED** to re-turf the area left by the football container on the playing fields near the allotments and to investigate replacing the tree that was removed.

### 8. HOLDEN POND & ADJACENT LAND – UPDATE

Council Members **NOTED** the previously supplied resident email and update from Pete the Pond.

### 9. KCC KENT HIGHWAYS – FOOTPATH CONSULTATION UPDATE

Council Members **NOTED** the further comments from William Barfoot, Definitive Map Officer at KCC, in response to the Town Council's initial consultation reply on the proposed footpath

diversion (REF: PROW/WS15/1701). However, Council Members **CONTESTED** that the proposed diversion meets the 2m minimum width as stated and **AGREED** that Cllr Figgett would visit the site to take a photo, as evidence to be submitted with the Town Council's further comments, as stated here.

## 10. 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 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 reasons (s).

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

### a) INVASIVE SPECIES – JAPANESE KNOTWEED ON THE COMMON

Council Members **AGREED** to appoint Complete Weed Control as the contractor for addressing this large area of Japanese Knotweed on the Common and **APPROVED** using a per treatment approach as recommended by Complete Weed Control, rather than five-year contract programmes. Council Members **FURTHER APPROVED** the quote from Complete Weed Control for assistance in drawing up an invasive species management plan.

### b) WATER TAP – TOWN SQUARE

Council Members **APPROVED** the quote from Baxall to install a new locked water tap in the Town Square to assist with watering the flower beds and forthcoming hanging baskets.

### c) FLORAL SURVEYS – SOUTHBOROUGH CEMETERY

Council Members **APPROVED** the quote from KHWP for floral surveys on Southborough Common and in Southborough Cemetery.

### d) COMMEMORATIVE TREES – KING CHARLES III & QUEEN'S CANOPY PROJECT

Council Members **AGREED** to replace the dying cherry tree on the Common opposite the Hand & Sceptre, originally planted as a memorial to Queen Elizabeth II's Coronation, with a red-flowering hawthorn as recommended by Treework. Council Members **APPROVED** the quote from Treework for a red-flowering hawthorn to re-commemorate the late Queen and to commemorate the Coronation of King Charles III. Council Members **FURTHER AGREED** to plant a light standard specimen set of three to include Field Maple, Hornbeam, and Oak, on the previously agreed area on the edge of Southborough Common between Holden Road/Victoria Road, as recommended by Treework. Council Members **FURTHER APPROVED** the Treework quote for these three trees.

**There being no further business, the Chair thanked everyone for their attendance and closed the meeting at 7.34 p.m.**

Miss Carolyn Ripley  
Deputy Town Clerk  
7<sup>th</sup> February 2024



**FINANCE AND GENERAL PURPOSES COMMITTEE**

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 18 January 2024, 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), Reeve (Deputy Chair) Allen, Bridges, Dury, J Francis, I Kinghorn, Hill and Poile.

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

1. **APOLOGIES AND REASON FOR ABSENCE** – None
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None
3. **PUBLIC OPEN SESSION** – None present.
3. **MINUTES OF THE MEETINGS** - The minutes of the meeting due to be held in December did not occur as the meeting was cancelled. Any important matters for approval were sent direct to Full Council
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.
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<sup>st</sup> December and 31 December 2023
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 December to 31 December 2023.
  - d) **Financial Comparison** - Members **NOTED** the financial comparison between 1<sup>st</sup> April 2023 to the 31 December 2023
7. **FINANCIAL MATTERS**
  - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
  - b) **Reserves** –Members **RESOLVED** agreed to the additional spending from reserves of £28,000. This is to cover for the additional unbudgeted works.
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 to **NOTED** the staff wages for November and December 2023 which had previously been supplied.
- b) **Training report** - Members **AGREED** previously supplied report surrounding remuneration for obtaining certifications. Members also requested that the Town Clerk be asked if there were further areas that needed consideration.
- c) **Access Agreement** - Members **NOTED** the attached report surrounding Paddock Wood Town Council.

**There being no further business the Chair thanked everyone for their attendance and closed the meeting at 18.40 pm.**

**CHAIR**

## FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of the **FINANCE AND GENERAL PURPOSES COMMITTEE** meeting held on Thursday 22 February 2024, 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), Reeve (Deputy Chair), I Kinghorn, Hill and Poile.

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

**Councillor Francis entered the meeting at 18.12 pm.**

1. **APOLOGIES AND REASON FOR ABSENCE** – Councillors Allen, Bridges, Dury, and J Francis (Other commitments)
2. **DISCLOSABLE PECUNIARY AND OTHER SIGNIFICANT INTERESTS** – None
3. **PUBLIC OPEN SESSION** – None present.
3. **MINUTES OF THE MEETINGS** - The minutes of the meeting held in January did not get ratified as the Full Council meeting was cancelled. They will be presented along with the minutes from the 22.2.24 in February Full Council
5. **CIVIC CENTRE OPERATIONS-** Members **NOTED** the reports updates by the Finance Officer on the Civic centre. Disposal of the industrial fridge was agreed with local charity organisations being tried first. Members thanked the Finance Officer for his hard work in resolving the issues with income generated from the Councils solar panels.
  - a) **Civic Centre Income report** – Members discussed and **NOTED** the reports.
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<sup>st</sup> January and 31 January 2024
  - c) **Financial Summary** – Members **NOTED** the financial summary between 1 January to 31 January 2024.
7. **FINANCIAL MATTERS**
  - a) **NDP Expenditure** – Members **NOTED** the previously supplied spreadsheet for the Neighbourhood Plan expenditure.
  - b) **Reserves** –Members **RESOLVED** to agree to the additional spending from reserves of £15,900. This is to cover for the additional unbudgeted works.
8. **COUNCILS FINACIAL RISK ASSESSMENT** - Members **NOTED** the councils' financial risk assessment for 2023-2024.
9. **COUNCILS ASSET REGISTER** - Members **NOTED** the councils Asset Register for 2023-

2024 with an update being made to the Mayoral Board currently listed as being in storage when it has now been fitted into Bounds Oak Room.

- 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.

- 1.) **Staff Wages** - Members to **NOTED** the staff wages for January 2024 which had previously been supplied.
- a) **H.R. subcommittee report and minutes** - Members **NOTED** the reports. It was asked if an induction day or similar could be provided so newer Councillors could meet the staff and understand their roles better. General discussions were had over possible future actions which Councillor Reeve would take back to the H R Subcommittee.
- b) **Staffing Matters- Office** – Members **AGREED** to the provision of additional admin support with the interview panel being cross party. It was requested that the replacement for the Deputy Clerks role be placed on Full Council for discussion and agreement.
- c) **Staffing Matters - Consultant** - Members **AGREED** to the ongoing retention of the FM Consultant M Hayden.
- d) **Staffing Matters - ILCA** - Members **AGREED** to the spinal point increase due to the Office Administrator obtaining her ILCA qualification.
- e) **Internal Audit** - Members **NOTED** the previously supplied report for the internal audit with thanks being given to all staff for their hard work.
- f) **Service charge audit** - Members **AGREED** to the retention of LFF Auditors to carry out the council's service charge audits.
- g) **FM contact service report** - Members **NOTED** the report and requested that the Contractor works with Southborough in Bloom over the planting of the beds at the Town Square.

**There being no further business the Chair thanked everyone for their attendance and closed the meeting at 19.15 pm.**

**CHAIR**



**Southborough Town Council Resignation Policy/Protocol guidance for Councillors.**

Owner	Approved	Full Council Adoption Date
Jason Reeves Chair of Human Resources Committee	12/2/24 (HR Committee)	

**Version History**

Version	Who	Date	What
1	Jason Reeves	12/2/24	created
2	Jason Reeves	12/2/24	Changes after first review
3	Jason Reeves	12/2/24	From HR subcommittee review: Remove flow chart, change definitions so note to Chair only.  Agreed to go to FC.
4	Dariel Francis	13/2/24	Final clarification

## 1. Purpose

- a. This document is to clarify the process for a councillor to resign.
- b. Clarification is needed as our council is now an electronic council using electronic communication like email. The act has not been updated to reflect how our council communicates and the specific technicalities relating to how an email is addressed.

## 2. Legislation

- a. Link to the legislation: [Local Government Act 1972 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1972/24/part-v/section-84) Part V Section 84.
- b. Extract of the legislation:

**Changes to legislation:**  
Local Government Act 1972, Section 84 is up to date with all changes known to be in force on or before 08 February 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. [?](#)

[View outstanding changes](#)

84 Resignation.

**[F1(1)]** A person elected to any office under this Act **[F2** or elected as an elected mayor**]** may at any time resign his office by written notice delivered—

- (a) except in a case falling within paragraph (b), (c) or (d) below, to the proper officer of the council;
- (b) in the case of a person elected to a corporate office in a London borough, to the proper officer of the borough;
- (c) in the case of a parish or community councillor, to the chairman of the parish or community council;
- (d) **in the case of a chairman of a parish or community council or of a parish meeting, to the council or the meeting, as the case may be.**

and his resignation shall take effect upon the receipt of the notice by the person or body to whom it is required to be delivered.

**[F3(2)]** A person elected or appointed to an office under Part **F4** . . . IV of the Local Government Act 1985 may at any time resign his office by written notice delivered to the proper officer of the authority of which he is a member and his resignation shall take effect upon the receipt of the notice by that officer.]

### Textual Amendments

**F1** S. 84 renumbered as s. 84(1) by Local Government Act 1985 (c. 51, SIF 81:1), s. 84, Sch. 14 para. 6

**F2** Words in s. 84(1) inserted (E.) (26.10.2000) and (W.) (28.7.2001) by 2000 c. 22, ss. 46, 108(4), Sch. 3 para. 10(1)(2); S.I. 2000/2849, art. 2(e)

**F3** S. 84(2) inserted by Local Government Act 1985 (c. 51, SIF 81:1), s. 84, Sch. 14 Pt. I para. 6

**F4** Words repealed by Education Reform Act 1988 (c. 40, SIF 41:1), ss. 231(7), 235(6), 237(2), Sch. 13 Pt. I

## 3. Definitions

- a. “durable format” means written communication in email or whitemail letter form. (Excluded: Messaging tools such as Microsoft Teams)
- b. “written notice” means a communication in a durable format delivered to the Chair of the Council.
- c. “resignation” means the councillor wants to relinquish any and all responsibilities and become a non-elected member of the public.

#### 4. Resignation Process

- a. The resignation must be in a durable format addressed "to" the Chair of the Council.
- b. It would be desirable [in the case of an STC councillor] for the resignation to also be "**copied**" (sometimes called "CC" in an email) to the Proper Officer (in STC this is the Clerk), to ensure it is in the correct form. Note the legislation only specifies that the resignation should be sent to the Chair.
- c. If the email/letter is incorrectly addressed, for example to the Clerk or another councillor, even if it is also **copied** to the Chair, the recipient should advise the councillor that they must address the resignation directly to the Chair, in accordance with the legislation. Until the councillor does so, they remain in office.
- d. The resignation takes effect "upon the receipt of the notice (in a durable format) by the person or body to whom it is required to be delivered."
- e. Once the Chair informs the Clerk of the resignation the Clerk will confirm to the resigning councillor they have resigned in a durable format.
- f. **The councillor becomes a former councillor and member the public at this stage.**
- g. Thereafter the former councillor loses access to confidential council information.
- h. The councillor's council email will be suspended immediately, unless there is a specific business reason for it to be retained, to be agreed with the Chair and Clerk and maintained for limited and defined duration.
- i. The former Councillor should:
  - i. Protect any confidential Council information gained.
  - ii. Return any materials relevant to Council business, including, but not limited to, materials on any projects you have worked on at Southborough Town Council.
  - iii. Respect the reputation of Southborough Town Council, its personnel, and elected councillors. For example, in social media posts or on any platform and verbal discussions in public.