

## Southborough Hub Working Group

### Minutes - 2 August 2016 at STC

**Present:**

Cllr Peter Oakford (PO) – KCC  
 Cllr Glenn Lester (GL) – STC  
 Brenda Wickens (BJW) - STC  
 James Pearson (JP) – KCC  
 Phil Downing (PD) - KCC  
 Jonathan White (JW) – KCC

<b>1. Welcome and introductions</b>	<b>Action By</b>
Apologies received – Joe Reidy / Kevin Hetherington	
<b>2. Minutes of last meeting and actions arising</b>	
<ul style="list-style-type: none"> <li>• All actions done and or picked up in the meeting.</li> </ul>	
<b>3. Project update and timeline</b>	
<ul style="list-style-type: none"> <li>• Lloyds land – Heads of Terms remain outstanding with little progress due to Lloyds having other priorities but they continue to stipulate that they will honour their former agreement.</li> <li>• Several sites/options have been considered in order to try and resolve the GP situation.</li> <li>• PO has requested that <b>JW</b> offer again to mediate between the partners and group will see what if anything can be achieved on this basis prior to a planning submission being submitted for Yew Tree Road Car Park.</li> <li>• GL mentioned that locals would be very supportive of keeping the GP surgery but it was clear the interim solution prior to the Hub's arrival should not be one that further impacted the community, if at all possible. The issues with their building are yet another clear indication that community facilities in Southborough are dilapidated and the Hub is badly needed.</li> <li>• Tesco land purchase is awaiting the final sign off document from KCC but should complete any day.</li> <li>• Planning submission materials are on time and officers are awaiting one final document from consultants.</li> <li>• Planning submission should happen week beginning 8 August 2016. Planning documents will then need to be validated by TWBC. Anticipated outcome in October 2016 subject to planners confirming this.</li> <li>• PO/JW/JP will be meeting with Southborough Forum this evening to discuss the Museum and how they see this element progressing.</li> <li>• Group discussed the desire to see artefacts included within the library shelving/space to make the cultural appeal/attraction of the facility much stronger.</li> <li>• History wall should also be well thought out as it has the potential to be extensive and should be considered as another attraction in its own right and possibly done over several floors. Not just picture frames hanging on the wall.</li> </ul>	JW
<b>4. Designs</b>	
<ul style="list-style-type: none"> <li>• No changes.</li> <li>• Furniture fit out will need to start to be worked up again in more detail.</li> </ul>	
<b>5. Legal Update</b>	
<ul style="list-style-type: none"> <li>• <b>JW</b> to resolve legal issues between the partners re Yew Tree Road Car Park if mediation re GP surgery fails.</li> </ul>	JW
<b>6. Communications</b>	

<ul style="list-style-type: none"> <li>• JW to sort and agree a press release for the planning submission.</li> </ul>	JW
<b>7. Operations Update</b>	
<ul style="list-style-type: none"> <li>• Officers have met with KCC procurement regarding a supplier day which would involve bringing in potential partners who would be interested in running the facility.</li> <li>• JW has now formally requested that the manager of the Assembly Hall Theatre join the Project Group and possibly the Board to advise further as the project progresses towards delivery. He has considerable knowledge of working in the private sector and will ensure a competitive setup that seeks to compliment the facilities in and around TW. This will ensure that an initial setup can be brought forward as we build towards the final operational delivery model.</li> </ul>	
<b>8. Budget Update</b>	
<ul style="list-style-type: none"> <li>• JR to give an update at the next meeting.</li> </ul>	JR
<b>10. Risk register update</b>	
<ul style="list-style-type: none"> <li>• Planning risks and funding risks from Brexit to be updated.</li> </ul>	JW
<b>11. AOB</b>	
<b>12. Date of next Hub Working Group meeting</b>	
<ul style="list-style-type: none"> <li>• 2 September 2016</li> </ul>	