

Southborough Hub Working Group

Minutes - 2 September 2016 at STC

Present:

Cllr Peter Oakford (PO) – KCC
 Cllr Glenn Lester (GL) – STC
 James Pearson (JP) – KCC
 Phil Downing (PD) - KCC
 Jonathan White (JW) – KCC
 Joe Reidy (JR) – Gen2
 Kevin Hetherington (KH) - TWBC
 John-Jackson Almond (JJ) - TWBC

1. Welcome and introductions	Action By
Brenda Wickens - Apologies	
2. Minutes of last meeting and actions arising	
PO/JP and JW met with Southborough Society and had a very productive discussion on how the museum element of the hub will work with all sides very happy to continue to progress this element of work. Southborough Society are progressing a grant bid for funding towards furniture. Combined library/museum furniture will be investigated and the Society is happy to undertake the history wall. Given the amount of work this could be, some capacity to assist them is likely and a representative from the Society may well have to join a sub group or the project group to feedback on progress.	
3. Project update and timeline	
Lloyds land - Heads of Term have been approved by Lloyds and the deal is with solicitors for transfer the land.	
Tesco land – all completed and in the ownership of KCC. BW to put up a sign on the Tesco land.	BW
Football club are making progress with the FA foundation bid and are looking to meet with officers on site to discuss best way forward. JW to sort and feedback.	JW
GL to look at reconstituting the Football sub committee to look at pitch quality and usage.	GL
Planning application is in and validated. Planners have confirmed they are aiming to hit October/November for a planning committee.	
KCC (Gen2) have appointed the capital project manager who will be joining the project group in due course to take the capital works forward. JR will be staying with the group until all other estate issues are resolved. JW to ensure that KCC Property presence is maintained and liaise with them as appropriate.	
JR is seeking to appoint a letting agent and sales agent.	
Need to plan for STC move to interim location. JW to do further options analysis and report back.	JW
JW gave an update on the St Andrew's Medical Centre and the ongoing mediation with their landlords. Work is ongoing to assist in delivering a solution that would see them stay put in their current facility, he is hopeful that a positive outcome is achievable. The fall back option remains the Car Park on Yew Tree Road. It is unlikely that any deal signed with the landlords will be a	

long tenancy and the GP surgery would be at risk if the Hub does not therefore come forward.	
4. Designs	
FF&E – JP to form a sub group on furniture fit out and equipment to feedback into the project group. JJ and BW to also attend along with library reps. Furniture scheme to be revised and worked up further.	
JW to speak with GPs to determine whether they wish to be involved in this element as well to ensure that the building works well as a whole.	JW
Design item to be changed to FF&E in future.	JW
5. Legal Update	
Development Agreement to follow. Agreements for lease will start to be brought forward to protect STC as part of signing the contract for the works. The trigger for the call options could be dependent on the timing of the sale of the enabling land.	
6. Communications	
Times of TW have printed a positive story. Courier has printed positive story on the GP work that remains ongoing.	
7. Operations Update	
JJ is the manager of the Assembly Hall Theatre in Tunbridge Wells and officers are looking into the possibility of him being brought on board to start working up in detail the operational delivery model. Following discussions with KCC procurement about bringing in the private/third sector, it was clear that procurement issues would make it difficult to tender for the package at this early stage, given the lack of information available to deliver a cohesive product. JJ/TWBC are happy to assist STC in working up the operational element, including the initial operations of the facility, in order to let costs and income bed down. This solution ensures no procurement rules are broken as it remains within local government. There is also a good synergy between the Assembly Hall and the Southborough Hub and once the operating model is working well, the partners would be able to agree the next steps. The level of subsidy to deliver the Southborough Hub will require refining during the early stages and JJ would be able to fine tune the operations to ensure the efficient running of the facility and assist STC in delivering the best possible community building. If this were acceptable to partners then STC will need to vote on it and likewise the board in due course once the proposals are fully worked up. JJ/JW to begin drafting a paper for both groups to agree a way forward.	JJ/JW
8. Budget Update	
JR to circulate update.	JR
10. Risk register update	
Planning to be updated Finance to be updated	
11. AOB	
12. Date of next Hub Working Group meeting	
<ul style="list-style-type: none"> 5 October 2016 	