

**Southborough Hub Working Group Minutes
4 April 2016 - TWBC**

Present:

Cllr Peter Oakford (PO) – KCC
 Cllr Glenn Lester (GL) – STC
 Jonathan White (JW) – KCC
 Brenda Wickens (BJW) – STC
 Joe Reidy (JR) – KCC
 Philip Downing – KCC
 James Pearson (JP) – KCC

Apologies:

1. Welcome and introductions	Action By
2. Minutes of last meeting and actions arising	
<ul style="list-style-type: none"> • All actions done or picked up 	
3. Project update	
<ul style="list-style-type: none"> • Looking to go to planners based on mass and design • Internal layouts can be changed if we need • Tesco land purchase elements were discussed • Residential has increased from 55 to 62 units • EQUIA has been updated • Presentation to STC went well • Group discussed the interim service provision requirements. • Viability study underway with feedback to follow subject to planners. 	
4. Communications	
<ul style="list-style-type: none"> • Update – to be sent out • JW to include revisions and circulate. 	JW
5. Project timeline	
<ul style="list-style-type: none"> • See attachment which is subject to change based on planners feedback • JR to update the timeline 	JR
6. Legal update and internal processes	
<ul style="list-style-type: none"> • CA – with TWBC for final comments • Call options to be updated 	
7. Operations update	
<ul style="list-style-type: none"> • Vision / Framework being developed • Sub headings being identified • Leases and agreements for lease will be required • SLA or partnership type document required, both will need sign off at STC full council 	
8. Risk register update	
<ul style="list-style-type: none"> • The following items will be updates in the risk register, timeline, designs, viability, doctors, Tesco/Lloyds land 	
9. AOB	
<ul style="list-style-type: none"> • ICT input will be required, Andy Nunn to join a meeting JR/JW to discuss 	
10. Date of next Hub Working Group meeting	
6 May 2016	