

Southborough Hub Project Board Meeting

Minutes of meeting held on 5th August 2015 at Tunbridge Wells Council Offices

Present:

Cllr Mike Hill (MH) – KCC (Chairman)
Cllr Lynne Weatherley (LW) – TWBC
Cllr Glenn Lester (GL) – STC
Cllr Peter Oakford (PO) – STC/TWBC/KCC
Diane Brady (DB) – TWBC
Brenda Wickens (BJW) – STC
Joe Reidy (JR) – KCC
Bartholomew Wren (BW) – TWBC
Anne Wynde (AW) – KCC
Tim Irons (TW) – Pick Everard

Apologies:

Jonathan White (JW) – KCC/TWBC

1. Welcome and Introductions	Actions by
MH opened the meeting thanking partners for their attendance and accepting apologies.	
2. Minutes and actions	
The minutes from the previous meeting were approved with actions confirmed.	
3. Designs	
Two design options were presented by Pick Everard, both options provide for enabling development and supporting community uses. The first option is based on refurbishing the Royal Victoria Hall and building the supporting structures around it, the second design presented a complete redevelopment. The draft designs were received by the Project Board who supported the concepts and welcomed them being presented during the consultation period.	
4. Finance update	
JR provided a brief update on the overall project finances confirming that the design work was being completed within the agreed budget.	
5. Legal update - CA/DA	
JR Confirmed that work was progressing on agreeing the Collaboration and Development agreements and that drafts of these would be brought to a future project board once legal had completed their work.	
6. Agree consultation framework	
The Consultation outline was presented and agreed by the Project Board.	

<p>The consultation will be advertised via the press, websites, social media, emails, post, leaflets, posters in local public buildings etc. This will ensure the project raises awareness across the whole of Southborough, High Brooms and beyond.</p> <p>A Consultation Document will provide consultees with information on the two options (see Documents section below for more information). It will be accompanied by a questionnaire that will be accessible both online and in hard copy.</p> <p>The consultation will be hosted on Kent County Council’s Consultation Directory (www.kent.gov.uk/consultations).</p> <p>The consultation draft Equality Impact Assessment will be published as one of the consultation documents.</p> <p>Members of the public will be invited to attend a number of drop in sessions where officers and architects will be present to discuss the scheme and materials will be on display throughout the consultation period.</p> <p>It is anticipated that the events be held on a week day, evening and weekend with exact dates to be determined, to ensure maximum flexibility for members of the public to attend over the 6 week period.</p>	
<p>7. A.O.B.</p>	
<p>No other Business</p>	
<p>8. Next meeting</p>	
<p>TBC</p>	