

**Southborough Hub Working Group Minutes  
5 February 2016 - Southborough Town Council Offices**

**Present:**

Cllr Peter Oakford (PO) – KCC  
Cllr Glenn Lester (GL) – STC  
Veronica Dorset (VD) – KCC  
James Pearson (JP) – KCC  
Jonathan White (JW) – KCC  
Anne Wynde (AW) – KCC  
Joe Reidy (JR) – KCC  
Philip Downing (PD) - KCC

**Apologies:**

Cllr David Elliott (DE) – TWBC  
David Candlin (DC) – TWBC  
Brenda Wickens (BJW) – STC

<b>1. Welcome and introductions</b>	<b>Action By</b>
<b>2. Minutes of last meeting and actions arising</b>	
All actions complete	
<b>3. Project update</b>	
<ul style="list-style-type: none"> <li>• Once an option is chosen plans will need to consider relevant feedback from the consultation/planning and highways.</li> <li>• Architects will need to engage with clients to ensure that whatever moves forward is in line with their requirements.</li> <li>• Planning application will stick with the 55 residential units.</li> <li>• Viability element will be key.</li> <li>• Any additional nice to haves will be subject to funding and partners investing further as required.</li> <li>• Potential for CPO remains if it was required.</li> <li>• PAG have given confirmation of in year funding from KCC to procure the Tesco and Lloyds land.</li> <li>• In order to strengthen viability <b>JW</b> will progress funding streams.</li> <li>• PO was adamant that the final development must be viable both capital and revenue wise.</li> </ul>	<b>JW</b>
<b>4. Consultation</b>	
<ul style="list-style-type: none"> <li>• PO and GL thanked officers for all the hard work that had gone into the consultation. GL was very happy to see people coming in and making informed decisions.</li> <li>• The market research company has just finished inputting the feedback forms and are working to have a draft report out on the 17th February for sign off by the Board on the 18th prior to release to STC Cllrs on the 19th followed by full public release. Previous experience suggests there is unlikely to be many changes to the report as it is purely a factual account of the feedback.</li> <li>• AW suggested that numbers were looking good in terms of overall feedback with over 350 responses received for such a small area. This is a high percentage compared with other KCC consultations. E.g. street lighting received circa 3000 responses for over 1.5 million people.</li> <li>• PO requested that the report be released to the public as soon as it was approved (<b>JW</b>) and circulated to STC Cllrs. GL agreed and requested that it also be sent to all those who had requested to be kept up to date about the consultation.</li> <li>• PO requested that <b>BW</b> inform Cllrs of how the information would be</li> </ul>	<b>JW</b>  <b>BW</b>

<p>released so that they would be aware of timelines.</p> <ul style="list-style-type: none"> <li>• <b>JW</b> will need to update the EQUIA following a decision from the Board on which option to go for.</li> </ul>	<b>JW</b>
<b>5. Communications</b>	
<ul style="list-style-type: none"> <li>• <b>JW</b> to draft press release once the document had been received.</li> </ul>	<b>JW</b>
<b>6. Project timeline</b>	
<ul style="list-style-type: none"> <li>• <b>JW</b> to update and circulate to all.</li> </ul>	<b>JW</b>
<b>7. Legal update and internal processes</b>	
<ul style="list-style-type: none"> <li>• CA still requires final sign off</li> <li>• Options still require updating</li> </ul>	<b>JR JW</b>
<b>8. Operations update</b>	
<ul style="list-style-type: none"> <li>• Looking at potential options for the use of the community space and how the café will work.</li> <li>• GL keen not to compete with local firms that provide similar services and do community work.</li> <li>• <b>JW</b> to continue to monitor the situation.</li> </ul>	<b>JW</b>
<b>10. Risk register update</b>	
<ul style="list-style-type: none"> <li>• Viability update</li> <li>• GP surgery update</li> <li>• Tesco land update</li> </ul>	
<b>11. AOB</b>	
<b>12. Date of next Hub Working Group meeting</b>	
1 March 2016	