

## Southborough Hub Working Group

### Minutes of meeting held on 7 July 2016 at TWBC

**Present:**

Cllr Peter Oakford (PO) – KCC  
 Cllr Glenn Lester (GL) – STC  
 Kevin Hetherington (KH) - TWBC  
 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 - Joe Reidy (JR) – KCC	
<b>2. Minutes of last meeting and actions arising</b>	
The minutes of the last meeting were agreed, all actions completed or picked up in the meeting.	
<b>3. Project update and timeline</b>	
Summary of the board meeting discussions were done for the benefit of PD.  <b>JW</b> to engage with GP's to see what can be done to help their situation. The project does not allow for this situation and legal documents might need to be revised and JW will look into this and respond in due course.  Timeline is looking to submit planning in late July or early august at the latest.	JW
PO and JW to meet with the football club to discuss way forward re their aspirations.	JW/PO
<b>4. Designs</b>	
FF&E to follow in due course once planning submission has been done.	
<b>5. Legal Update</b>	
Collaboration Agreement has been signed but still minor changes to call options and potential changes based on GPs.	
<b>6. Communications</b>	
<b>JW</b> to sort press release re planning submission.	JW
<b>7. Operations Update</b>	
<b>JW</b> to organise visit from KCC procurement to discuss supplier day.	JW
<b>8. Budget Update</b>	
<b>10. Risk register update</b>	
Discussed and register to be updated	JW
<b>11. AOB</b>	
<b>12. Date of next Hub Working Group meeting</b>	