

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

1. Welcome and introductions	Action By
Apologies - Joe Reidy (JR) – KCC	
2. Minutes of last meeting and actions arising	
The minutes of the last meeting were agreed, all actions completed or picked up in the meeting.	
3. Project update and timeline	
Summary of the board meeting discussions were done for the benefit of PD.	
JW 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.	JW
Timeline is looking to submit planning in late July or early august at the latest.	
PO and JW to meet with the football club to discuss way forward re their aspirations.	JW/PO
4. Designs	
FF&E to follow in due course once planning submission has been done.	
5. Legal Update	
Collaboration Agreement has been signed but still minor changes to call options and potential changes based on GPs.	
6. Communications	
JW to sort press release re planning submission.	JW
7. Operations Update	
JW to organise visit from KCC procurement to discuss supplier day.	JW
8. Budget Update	
10. Risk register update	
Discussed and register to be updated	JW
11. AOB	
12. Date of next Hub Working Group meeting	