

# Southborough Hub Project Board Minutes – 9 September 2015

**12:00 - 13:00**

**Headcorn room – Invicta House**

**Present:** Southborough Town Council  
 Cllr Glenn Lester  
 Brenda Wickens

Tunbridge Wells Borough Council  
 Cllr Lynne Weatherley  
 David Candlin

Kent County Council  
 Mike Hill (chair)  
 Peter Oakford  
 Joe Reidy  
 Jonathan White  
 Anne Wynde

**Apologies:**

		<b>Action</b>
<b>1.</b>	<b>Introductions</b>	
	•	
<b>2.</b>	<b>Minutes and actions</b>	
	• Minutes and actions were agreed as accurate.	
<b>3.</b>	<b>Project build update</b> <b>PE design work</b> <b>Pre-application advice</b> <b>Project viability/appraisal</b> <b>Land negotiation</b> <b>Timeline</b> <b>Fee spend to date</b>	
	<ul style="list-style-type: none"> <li>• PE have revised the layout in line with feedback from the partners and stakeholders.</li> <li>• Officers are looking at the consultation moving to the 30 November. PO/GL requested that if that is the case that the consultation period be increased from 6 weeks to 8 weeks. This will allow for the two week holiday period when people might be away over Christmas. <b>JR</b> to update board as and when on progress and whether 30 November is feasible.</li> <li>• Subject to the 30 November start, this would mean consultation completing on the 24 January, this would then see analysis being complete, decision taken on what scheme to go for and submission of planning application with outcome 12 weeks later.</li> <li>• Tesco and Lloyds bank land were discussed.</li> <li>• Football pavilion and tractor shed requirements were discussed.</li> <li>• GL requested an update on viability. JR reassured the board that both options remained viable but tight cost control during the</li> </ul>	<b>JR</b>

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	<p>build would be needed to deliver everything that had been requested.</p> <ul style="list-style-type: none"> <li>Proposed build allows for building and FF&amp;E. Further work required to identify all FF&amp;E minimum requirements including ICT costs and PM build costs. PO requested clarity on what would not be provided. <b>JR</b> to update at next board what will be provided.</li> <li>JR confirmed fee spend to date.</li> </ul>	<b>JR</b>
<b>4.</b>	<p><b>Consultation update</b>  <b>Date</b>  <b>Venue</b>  <b>Work to date (leaflet, boards, feedback, marketing, FAQs)</b>  <b>Staffing</b></p>	
	<ul style="list-style-type: none"> <li>Drafts of posters, letters, flyers were circulated to the board to consider.</li> <li>Officers are going to PE to ensure that the boards are progressed as rapidly as promised.</li> <li>Consultation to start on 30 November.</li> <li>Board discussed the proposed venue, <b>JW</b> to discuss alternative venues with Project Group, possibly the library but without the boards.</li> <li><b>AW</b> to circulate timeline to the project board.</li> <li>Draft boards were circulated for consideration.</li> <li>Officers will be staffing the event with architects.</li> <li>Large events to be held at the beginning and the end of the consultations with viewings on Tuesdays and Thursdays as well alternating morning and afternoons.</li> <li>PO discussed the term HUB which is not seen very positively locally. Board confirmed to proceed with the Hub name for now so as not to confuse the consultation and that a name would be chosen at a later date to help buy in with the scheme.</li> </ul>	<b>JW</b>  <b>AW</b>
<b>5.</b>	<p><b>Legal update</b>  <b>Collaboration agreement</b>  <b>Development agreement</b>  <b>KCC, TWBC and STC process</b></p>	
	<ul style="list-style-type: none"> <li>Options agreement with STC on the sport pavilion and workmen's area needs to be varied given the new location. <b>JW</b> to sort necessary decision with STC to allow this. Other minor legal issues also need to be resolved given the new proposed location. GL/JW/BW met with RFC and they were very supportive of the move to the new location and wished to keep revenue costs down. Proximity to the car park and town centre were also seen as beneficial.</li> <li>17 Sep for sign off from TWBC re Lloyds land deal.</li> <li>STC will require a separate sign off for the CA.</li> <li>Board agreed to divorce CA and DA to allow KCC to move forward with purchasing the assets at no risk. KCC will require PAG approval to enter into the CA.</li> </ul>	<b>JW</b>
<b>6.</b>	<b>Communications</b>	

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	<ul style="list-style-type: none"> <li>• Lack of information on the scheme is starting to negatively impact the project. <b>JW</b> to draft and circulate an update/press release.</li> <li>• Board would like to announce the consultation date by the end of September at the latest.</li> <li>• <b>JR</b> to confirm that dates can go out.</li> <li>• <b>JW</b> to attend STC on the 24<sup>th</sup> and answer questions. <b>MH</b> to attend as well if possible.</li> <li>• KCC website will have all the information for the consultation, TWBC and STC websites will point to this site.</li> <li>• Comms plan back to board <b>JW</b></li> </ul>	<p style="text-align: center;"><b>JW</b></p> <p style="text-align: center;"><b>JR</b> <b>JW/MH</b></p> <p style="text-align: center;"><b>JW</b></p>
<b>7.</b>	<b>Operations update</b>	
	<ul style="list-style-type: none"> <li>• Too early to progress much further – number of questions re charity status, partners (subject to option chosen) procurement issues, level of service that is required, etc...</li> </ul>	
<b>8.</b>	<b>Agree EQUIA – (document then becomes live)</b>	
	<ul style="list-style-type: none"> <li>• <b>All</b> were asked to feedback any comments to JW, otherwise board agreed document could go live.</li> </ul>	<b>All</b>
<b>9.</b>	<b>Risk register</b>	
	<ul style="list-style-type: none"> <li>• DC confirmed that first stage of land registration for 137 London Road had been progressed.</li> </ul>	
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>11.</b>	<b><u>Date of Next Meeting</u></b>	
	<ul style="list-style-type: none"> <li>• Next meeting 5 November 2015</li> </ul>	