

## Southborough Hub Meeting

### Minutes of meeting held on 03 June 2014 at Southborough Town Council Offices

#### Present:

Cllr Peter Oakford (PO) – STC (Chairman)  
Cllr Jackie Prance (JP) - STC  
Brenda Wickens (BJW) - STC  
Cllr David Elliot (DE) - TWBC  
David Candlin (DC) - TWBC  
Bartholomew Wren (BW) - TWBC  
Jonathan White (JW) - KCC  
Veronica Dorset (VD) - KCC  
Richard Merle (RM) - KCC

#### Apologies for absence

Cllr Glenn Lester (GL) – STC  
Cllr Jacqui Jedrejewski (JJ) - STC

1. Minutes of last meeting and matters arising	Action By
<p>PO opened the meeting thanking partners for their attendance. The minutes of the meeting on 04.04.2014 were reviewed; all actions are either concluded or are being addressed.</p> <p>DC updated following agenda item 2, that the Peter Brett Retail &amp; Leisure Study will be made available shortly on the TWBC website, once this has been agreed by the Planning Policy team.</p> <p>JW also updated following agenda item 2, confirming that Roderick Lemerle will follow up with Tesco, to identify if they have reached a decision regarding their land ownership.</p>	
<b>2. Letter from Jempsons</b>	
<p>Discussion of letter from Starnes Ltd, dated 1 May, informing that Jempsons remain interested in Southborough and are wishing to acquire a site with parking. It was agreed that there is no opportunity for a convenience food retail store on the site, following the position that has been confirmed to Tesco.</p>	BJW to respond confirming the position of STC.
<b>3. Update from project manager</b>	
<p>RM informed that Pick Everard have been appointed as project architects. A site walk over has been undertaken with the consultants, following which options for the RVH will be prepared including new build. The consultants are seeking to provide a draft report by mid July, ideally by next project meeting. Knight Frank is to be retained to provide advice on financial viability.</p> <p>RM informed that he has received a response from St Andrews Medical Practice, informing that they would require 700sq/m over 2 floors, if accommodation were to be designed for their needs.</p>	

<p>RM provided a schedule of project stages (Appendix A). He explained that the final procurement / delivery route has yet to be confirmed (e.g. design &amp; build / residential build first, hub second etc). Jay Neil's overarching programme to be revised once the procurement option has been confirmed, timescales are therefore only indicative.</p> <p>It was agreed that the suggested stage 2 pre-planning consultation should be for information sharing only (exhibition format).</p>	<p>RM to revise project schedule going forwards.</p>
<p><b>4. Business case</b></p>	
<p>JW had drafted a business case, to be circulated by email for partners to provide comments / feedback. He confirmed that he is going to explore options for additional capital funding that could support the scheme.</p> <p>PO discussed matters of grounds maintenance, staffing, equipment and facilities associated with the current STC buildings. PO was keen to review the grounds maintenance operation and present a proposal to STC for consideration.</p> <p>PO asked if the library site was to be retained within the scope of the project? JW confirmed in principle subject to values.</p> <p>DC confirmed that Kino cinemas are still interested in being included within a development at Southborough. RM agreed to discuss this further with Kino, however it was considered that a cinema use is likely to be incompatible with the provision of a flexible space.</p>	<p>RM to speak to Kino.</p>
<p><b>5. Finance update</b></p>	
<p>BJW asked about the procedure for project fund holding. PO informed that he would confirm.</p>	<p>PO to confirm procedure for project fund holding.</p>
<p><b>6. Risks</b></p>	
<p>JP identified that Salomons are expanding and that their proposals may have significant impacts upon the highway. DC suggested with regard to the highway improvements that are being sought for the London Road / Yew Tree Road / Speldhurst Road junction, that KCC are already in the process of designing a scheme for the junction. Also that the junction improvement is a priority in the LEP transport schemes and identified for a 2015/16 start. Once a scheme is in place, the planning process could secure funding towards the infrastructure (s106).</p>	
<p><b>7. AOB</b></p>	
<p>Discussion about disclosure of project information to local residents and businesses - BJW to confirm the requirements for Parish Council's regarding confidentiality / FOI rules. It was agreed that minutes of the project meetings should not be released as confidential information is</p>	<p>BJW to confirm with the Kent Association of</p>

<p>discussed / minuted. A regular briefing or press release should instead be provided in accordance with the terms of the communications plan previously agreed.</p> <p>DC and BW provided an update on the emerging Site Allocations policies, and informed that the progress of the document is delayed due to the implications of planning Inquiries that have been held elsewhere in the country. The Council seeks ongoing legal advice regarding the preparation of its Local Plan. The policies relating to Southborough in the draft DPD will be revised before the submission draft is published. It is hoped that the revised policy wording can be shared with project partners as soon as this has been agreed internally at TWBC.</p>	<p>Parish Councils.</p> <p>DC / BW to update on planning policies in due course.</p>
<p><b>8. Date of next meeting</b></p>	
<p>Rescheduled to 17 July @ 5.00pm STC offices.</p>	