

Southborough Hub Meeting

Minutes of meeting held on 02 December 2014 at Southborough Town Council Offices

Present:

Cllr Peter Oakford (PO) – STC (Chairman)
 Cllr Glenn Lester (GL) – STC
 Cllr David Elliott (DE) – TWBC
 David Candlin (DC) - TWBC
 Bartholomew Wren (BW) - TWBC
 Veronica Dorset (VD) – KCC
 Joe Reidy (JR) – KCC
 Sue Sparks (SS) - KCC
 Jonathan White (JW) – KCC

Apologies:

Cllr Jackie Prance (JP) – STC
 Brenda Wickens (BJW) – STC

1. Minutes of last meeting and matters arising	Action By
PO opened the meeting thanking partners for their attendance. The minutes of the meeting on 30.09.2014 were reviewed. BW noted the amendment to the spelling of DE's name.	BW to amend and finalise minutes.
2. Update from Project Manager	
<p>JR informed that pre-application discussions had commenced with the Development Management team at TWBC. Pick Everard were currently awaiting a response following an initial meeting.</p> <p>Partners requested an up to date project programme.</p> <p>JR was continuing to liaise with Tesco and Lloyds,</p>	JR to provide an updated project programme at the next meeting.
3. Heads of Terms	
<p>Draft Heads of Terms (HoT) were prepared by KCC for consideration by STC and TWBC prior to the meeting. It was agreed that a land equalisation approach should be pursued and further valuation advice was being sought before the end of December. PO confirmed the importance that these discussions were progressed promptly. The last suitable opportunity for the HoT to be agreed by STC was 29 January Full Council. DC confirmed that the draft HoT would be discussed at the next TWBC Development Advisory Panel Meeting.</p> <p>The future ownership and operation of Yew Tree Road car park was discussed. DC confirmed that a decision will need to be taken by TWBC.</p>	DC to discuss internally at TWBC.
4. Risks	

<p>JW explained the VAT implications of the Hub development for public sector partners. This is an important consideration on which Bob Lane from KCC is advising. A final position on VAT liability will be advised in due course.</p> <p>SS requested that a communications position for library staff is agreed.</p> <p>PO expressed concern that some neighbouring landowners had placed gates in boundary fencing to gain access onto the playing fields; these rights of access are unlawful. DC requested an up to date risk register to include a list of formal rights of access as well as reference to key decisions to be taken by local government partners. JR commented that it is important to keep community groups engaged in the project. PO concluded that there are uncontrollable risks, such as the application to formalise the Skinners hockey / rugby facility off Yew Tree Road. This may increase local vehicular trip and parking demands.</p>	<p>JW to keep project group updated.</p> <p>JW to progress</p> <p>JR to prepare risk register.</p>
<p>5. AOB</p>	
<p>DC suggested that a project FAQs page is prepared for the STC website to limit the extent of public enquiries. BW agreed to work with Anne McCarty to prepare a draft.</p> <p>BW requested an update on future considerations for STC grounds maintenance. PO confirmed that this would be retained and that storage facility could be relocated to Pennington Park.</p>	<p>BW to co-ordinate FAQs.</p>
<p>9. Date of next meeting</p>	
<p>6 January @ 5.00pm STC offices.</p>	