

## Southborough Hub Meeting

### Minutes of meeting held on 06 January 2015 at Southborough Town Council Offices

**Present:**

Cllr Peter Oakford (PO) – STC (Chairman)  
 Cllr Jacqui Jedrzejewski (JJ) – STC  
 Cllr Glenn Lester (GL) – STC  
 Cllr Jackie Prance (JP) – STC  
 Brenda Wickens (BJW) – STC  
 Cllr David Elliott (DE) – TWBC  
 Diane Brady (DB) – TWBC  
 David Candlin (DC) – TWBC  
 Bartholomew Wren (BW) – TWBC  
 Veronica Dorset (VD) – KCC  
 Murray Evans (ME) – KCC  
 Joe Reidy (JR) – KCC  
 Sue Sparks (SS) – KCC  
 Jonathan White (JW) – KCC

<b>1. Minutes of last meeting and matters arising</b>	<b>Action By</b>
<p>PO opened the meeting thanking partners for their attendance. The minutes of the meeting on 02.12.14 were reviewed. All actions were addressed or included on the meeting agenda for further update.</p> <p>JW informed partners that he had sought advice from public sector tax consultants LAVAT, regarding the potential VAT implications of the development.</p>	<p>BW to finalise minutes.</p>
<b>2. Press release for closure of RVH</b>	
<p>PO had received 80 emails and press enquiries following the closure of the RVH on 5 January. Misinformation has been circulating regarding the Hub development and its outcomes. It was agreed that a press release should be prepared with positive and clear messages about the objectives of the project.</p> <p>PO informed that the Tunbridge Wells Times, Kent Messenger and Courier had all contacted him directly. DC confirmed that TWBC has responded to some of the comment on social media where it was applicable to do so. He reiterated the value in preparing a FAQs summary which would help to dispel incorrect myths. BW confirmed that he was working with BJW to prepare this document, which will be circulated to colleagues for comment prior to issue.</p> <p>Partners also agreed to set up social media accounts for the Hub development, to be monitored by KCC Communications Team (ME).</p> <p>SS was concerned that library staff will have picked up misinformation regarding the Hub on social media. She requested that updated information is issued by the project group to be included in a staff briefing. It was agreed that the FAQs will assist SS once they are available.</p> <p>PO agreed that STC would install posters (possibly site hoardings) to promote</p>	<p>ME to prepare a press release.</p> <p>BW and BJW to prepare FAQs.</p> <p>ME to set up and monitor social media accounts.</p>

<p>the positive development messages. These were agreed as follows:</p> <p>'New Southborough Hub coming soon, including a new...</p> <ul style="list-style-type: none"> <li>- theatre</li> <li>- flexible community space,</li> <li>- town council offices,</li> <li>- purpose built library, and</li> <li>- separate sports facility.'</li> </ul> <p>BJW agreed that she would co-ordinate the preparation of the posters. It was agreed that all partner logos be included.</p>	
<p><b>3. Update from Project Manager</b></p>	
<p>JR updated that Lloyds have appointed a surveyor to provide a valuation for their land. Tesco are continuing to negotiate with KCC to agree a value for their site.</p> <p>JR confirmed that Pick Everard were progressing dialogue with the Theatres Trust. A project timetable is also being prepared and will be issued in due course.</p> <p>JR informed that KCC had also received internal approval for the progression of the project from their PAG committee.</p>	<p>JR to progress negotiations</p> <p>JR to confirm project timetable.</p>
<p><b>4. Heads of Terms for option agreement</b></p>	
<p>JR informed that negotiations have progressed regarding the Heads of Terms, an updated copy of which was shared with partners (Appendix A). A land equalisation approach is now being pursued. DC encouraged the establishment of a trustee holding company in which all parties have equal control over the assets. It was agreed that this would be explored by partners.</p>	<p>DC and JR to progress.</p>
<p><b>5. Risks</b></p>	
<p>JR informed that a project risk register is being prepared. Project risks were discussed including:</p> <ul style="list-style-type: none"> <li>- Issue and management of public information about the project.</li> <li>- Briefings for decision makers.</li> <li>- Completion of cost estimates for RVH including full building survey.</li> </ul>	<p>JR to complete risk register.</p>
<p><b>6. AOB</b></p>	
<p>PO sought clarification from partners regarding the release of the Hub meeting minutes. This was agreed by partners on a confidential basis for STC Councillors only, as they contain commercially sensitive information.</p>	<p>BJW to print and circulate minutes.</p>
<p><b>7. Date of next meeting</b></p>	
<p>3 February @ 5.00pm STC offices.</p>	