

Southborough Hub Meeting

Minutes of meeting held on 28 April 2015 at Southborough Town Council Offices

Present:

Cllr Peter Oakford (PO) – STC (Chairman)
Cllr Glenn Lester (GL) – STC
Cllr Jackie Prance (JP) – STC
Brenda Wickens (BJW) – STC
Cllr David Elliott (DE) – TWBC
David Candlin (DC) – TWBC
Jonathan White (JW) – TWBC
Bartholomew Wren (BW) – TWBC
Veronica Dorset (VD) – KCC
Donna-Marie Dunn (DD) – KCC

Apologies:

Cllr Jackie Jedrzejewski (JJ) – STC
Joe Reidy (JR) – KCC

1. Welcome and introductions	Action By
PO opened the meeting thanking partners for their attendance.	
2. Minutes of last meeting	
The minutes of the meeting on 03.03.15 were approved. The following updates on actions were shared: <ul data-bbox="240 1211 1173 1447" style="list-style-type: none">• JW informed that all partner cabinet meetings had progressed supportively with regard to approval of the option and development agreements, documents should become legal on 29 April.• JW had updated the project FAQs; these were now available on the STC website.• PO concluded that the community meeting held on 13 April was successful; he thanked officers for their support in delivering this.	
3. Update on stakeholder meetings	
Since the last project meeting, JW had met further with the following groups / organisations; <ul data-bbox="240 1648 1220 2024" style="list-style-type: none">• Café Bliss, who had made some helpful suggestions regarding the use of space within the Hub. They remain concerned about any competition from any new café / bar which will be included within the development. They were supportive of the provision of on-site play equipment for children.• Brian Dury, who was updating his website (Southborough Environmental Action Movement) to reflect the current circumstances of the project.• FORVH, who requested that further professional advice be sought going forwards, concerning the design of any future theatre facility. Separately they were undertaking their own review of local community	

<p>hall provision.</p> <ul style="list-style-type: none"> • Ups and Downs CIC, who were looking for opportunities to relocate. <p>JW was seeking further meetings with the football clubs.</p> <p>BJW informed that Cllr Blackwell requested at the last STC full council meeting, that all meetings with stakeholders be minuted. PO considered that this is an impractical approach and agreed not to pursue.</p>	<p>JW to undertake further meetings and liaison as necessary</p>
<p>4. Update from Project Manager</p>	
<p>Pick Everard had prepared updated plans which were shared with the Hub group for comment. The circulation space within the Hub and relationship of uses was discussed. JW was supportive of having a single front desk for all services. VD confirmed that Pick Everard was continuing to seek further reduction in build costs.</p> <p>JW confirmed that the refurbish/extend option did not contain the medical centre within the Hub building.</p> <p>VD explained that JR was concerned about exercising the call options on the land at different stages. JW advised that all land is 'called' at the same time. He noted that TWBC was in the process of completing the registration of their remaining ownership within the defined Hub site boundary.</p> <p>JW confirmed that a dilapidations survey should be progressed. JP expressed her support for this to be completed. VD informed that JR has obtained quotes for other technical surveys including; ecology, arboriculture, geotechnical / site contamination and drainage.</p> <p>The improvement of the Yew Tree Road / Speldhurst Road junctions on the A26 was discussed. DC explained that proposals had to provide sufficient capacity to support future growth. Proposals for the junction were discussed at the Tunbridge Wells JTB meeting held on 20 April. Further design revisions were being undertaken following the meeting.</p>	<p>JR to progress commission of technical surveys / studies</p>
<p>5. Communications and consultation</p>	
<p>JW circulated a draft project update note and questionnaire for intended community circulation. The structure and content of the document was discussed. DC requested a reordering of the points so that they were aligned into topics. JW noted suggested amendment and agreed to update the document and recirculate to partners by email. He was keen that partners publish an 'update and timeline' for the community as soon as possible. DC cautioned the issue of dates as these can be subject to change. PO suggested consultation dates only at present.</p> <p>To facilitate the circulation of the note and questionnaire, Brenda had sought a quotation for distribution to residential and business premises within the wards of Southborough and High Brooms. Feedback methods were discussed, including post, email and drop-in locations. DD suggested that the library could be used as a drop-in location.</p>	<p>JW to update document and email to partners</p> <p>JW to agree feedback methods</p>

JW reminded partners that two viable options should be presented to members of the public when consultation on the options takes place later in 2015.	
6. EQIA	
JW had prepared a draft EQIA, the KCC Equalities team were advising on the content.	JW to update at next meeting
7. Governance	
Project board dates had provisionally scheduled after the general and local elections.	
8. Risks	
JW had continued to update the project risk register. Of particular focus at the present time were matters of project finances and communications. These matters require careful management to prevent fee overspends and ensure that members of the public are updated in a timely and reassuring manner.	JW to continue to maintain risk register
9. AOB	
<p>PO informed the group that following the last meeting there had been 3 serious breaches of confidentiality, which resulted in abusive messages being sent to STC councillors by email and telephone.</p> <p>Separately, commercially confidential information that had been shared with the Hub Group regarding development costs; had been shared with some residents. This breach of confidentiality became apparent at the community meeting held on 13 April. PO informed that the breach is sufficiently serious that the matter had been referred to the monitoring officer at TWBC to investigate.</p> <p>DE had received a request from Michael Holman (TW Town Forum), regarding the provision of a water feature within the Hub development.</p>	
10. Date of next meeting	
Date of next meeting to be confirmed.	