

Southborough Hub Meeting

Minutes of meeting held on 14 July 2015 at Southborough Town Council Offices

Present:

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

Apologies:

Donna-Marie Dunn (DD) – KCC
 Sue Sparks (SS) - KCC

1. Welcome and introductions	Action By
PO opened the meeting thanking partners for their attendance.	
2. Minutes of last meeting	
JW requested a minor amendment to the minutes of the meeting held on 02.06.15, for reason of commercial confidentiality.	BW to finalise minutes
3. Update from Project Manager	
<p>JR circulated drawings for a revised new build Hub option. This took account of the feedback that had so far been received from the Development Management team at TWBC. PO and BJW were concerned about the revised layout of the proposed STC accommodation, in particular the operation of a shared welcome / reception desk. This was not considered to be workable from STC's perspective in terms of staffing. The layout of STC accommodation at first floor level was broadly supported.</p> <p>With regard to the ongoing operation of the Ridgeway buildings, JR informed that Upz & Downz will be leaving the Ridgeway Centre on 23 July. The KCC Pupil Referral Unit is being relocated to the Ridgeway buildings on a temporary basis from Hadlow College. KCC had no alternative premises available in the circumstances. Negotiations were separately ongoing with the football club.</p> <p>JR informed that 50% of the design budget had now been spent with Pick Everard.</p>	
4. Consultation Update	
<p>VD requested that all stakeholders are engaged in advance of the construction to agree the details. This was agreed by partners.</p> <p>JW informed that he was meeting with Anne Wynde (KCC Consultation</p>	JR and JW to progress with partners

<p>Officer) to progress the preparation of consultation materials.</p> <p>It was agreed that the consultation take place over a 6 week period during September and October, and that a wide range of local stakeholders are approached as part of this process, including businesses and schools.</p> <p>There was consensus for an exhibition format with a feedback questionnaire. It was agreed that the questionnaire include mandatory fields that allow responses to be validated. JW informed that Anne Wynde could provide ipad response points and a web hosted questionnaire if required.</p> <p>It was agreed that a press release should be issued at least a week before the consultation commences.</p>	
<p>5. Questionnaire Update</p>	
<p>JW informed that so far 571 responses had been received. Data analysis was underway, full feedback will be shared with the Project Board in due course.</p>	<p>JW to finalise and feedback</p>
<p>6. Project Timeline</p>	
<p>JW informed that he was revising project dates to reflect the need to include both the working group and project board dates; these were to be circulated separately by email.</p> <p>JW explained that he required some additional information from TWBC to complete the draft EQIA. DC advised that JW contact the policy and performance team.</p>	<p>JW to prepare EQIA</p>
<p>7. AOB</p>	
<p>VD asked about the timing of future Hub Working Group meetings. It was agreed that these are held during office hours on the first Tuesday of each month for the foreseeable future.</p> <p>VD also asked for clarification regarding officer attendance at the Project Board meetings. JW informed that these meetings would be attended by JR and himself along with other officers as necessary.</p> <p>VD informed that SS will be leaving KCC.</p>	
<p>8. Date of next meeting</p>	
<p>Date of next meeting to be confirmed.</p>	