

## Southborough Hub Meeting

### Minutes of meeting held on 1 September 2015 at Southborough Town Council Offices

#### Present:

Cllr Glenn Lester (GL) – STC  
Jonathan White (JW) – TWBC  
Bartholomew Wren (BW) – TWBC  
Joe Reidy (JR) – KCC  
Anne Wynde (AW) - KCC  
Donna-Marie Dunn (DD) – KCC

#### Apologies:

Cllr Peter Oakford (PO) – KCC  
Brenda Wickens (BJW) – STC  
Cllr David Elliott (DE) – TWBC  
David Candlin (DC) – TWBC  
Veronica Dorset (VD) – KCC

<b>1. Welcome and introductions</b>	<b>Action By</b>
PO opened the meeting thanking partners for their attendance.	
<b>2. Minutes of last meeting and actions arising</b>	
The minutes of the last meeting were agreed.  JW agreed to provide full feedback on the questionnaire survey once report had been finalised. Standing items were covered in the agenda of the meeting.	BW to finalise minutes JW to provide report
<b>3. Feedback from last Board meeting</b>	
The outcomes of the Project Board meeting held on 05/08/15 were discussed. Pick Everard were invited to this meeting to present on the current position regarding the preparation of the masterplan concepts. The Board were satisfied with the progression to date. Minor amendments were being sought by STC with regard to internal layout; some discussion was add on the shared reception point and how this might work effectively.  JW explained that some site access matters were still being considered, including the potential to provide additional temporary overflow parking for sport use only. BW expressed that this should form part of pre-application negotiations.	
<b>4. Project management update</b>	
Pre-application Discussions - Pick Everard are progressing pre-application negotiations on behalf of partners. As the submission of required plans and supporting documents was not yet complete, Ruth Chambers (TWBC) was not in a position to provide any substantive feedback in advance of the meeting. She was co-ordinating internal consultations with officers and hoped to provide a formal response in October. Separate negotiations were being progressed with Vicki Hubert at KCC Highways.	

<p>Viability – The scale of the proposals prepared to date was discussed. Partners expressed concern about the viability of the overall masterplan given ongoing market fluctuations in residential values and build costs. JR was not yet in a position to be able to provide detailed viability information as some aspects of the masterplan had yet to be fixed (residential).</p> <p>Given the fluctuations in viability, partners questioned how to balance public aspirations, the desire to deliver the best community assets, with the need to balance the books.</p> <p>The desire was to go out to consultation with two deliverable projects that did not require value engineering at a later date. Enhancements could then be added, but public perception of the schemes would be lower during the consultation because of this and there was a need to get this balance right.</p> <p>JR informed that no lighting or sound equipment has been budgeted for at this stage, and that the café will be offered to an operator as a shell for fit out. GL wished to see the scheme come forward as a turn key operation ready for use with all costs accounted for.</p> <p>Design work and sub-consultants – external appearance</p> <p>Fee spend - JR informed that the funds initially committed by partners had now been spent on consultant fees, and that KCC was responsible for any additional fee spend going forwards.</p> <p>Land negotiations - JR updated that there was no further progress regarding land negotiations at present.</p>	
<p><b>5. Consultation</b></p>	
<p>Dates - These are to be confirmed at the next Project Board meeting. The consultation is currently expected to launch on 30 November.</p> <p>Venue - BW informed that he and VD had visited the New Life church. They were both satisfied with the layout of the venue, which was currently available for the proposed consultation dates.</p> <p>Consultation materials - AW had been working with the KCC design team to prepare consultation materials. Draft artwork for a pull-up banner and post card were shared. Officers were supportive of the format, subject to final agreement of artwork images with Pick Everard. The draft consultation leaflet had yet to be prepared, AW agreed to circulate once available.</p> <p>Consultation boards - The running order of the consultation boards was discussed. Partners agreed to the revised order that had been proposed by BW, it was considered that this provided a suitable structure to explain the evolution of the proposals to date.</p> <p>Marketing - It was agreed that a press release would be issued two weeks prior to the launch of the consultation. The postcards will also be circulated to all business and residential premises in advance.</p> <p>FAQs - JW agreed to refresh the FAQs that are currently available on the Southborough Town Council website, to be re-issued with the consultation materials.</p>	<p>VD to confirm venue</p> <p>AW to finalise promotional materials</p>

Staffing – It was agreed that a member of staff be present at all consultation sessions to provide facilitation support. With a full project team to be present at the opening Saturday session.	
<b>6. Communications and accountability</b>	
JW agreed to review and update the existing communications plan, to ensure that it reflected the latest position.	JW to review
<b>7. Project timeline</b>	
JW continues to manage the project timeline. This is subject to change following monthly review of the project by the Board.	
<b>8. Legal update</b>	
JW confirmed that the collaboration agreement had now been agreed. The development agreement between partners had yet to be completed.	
<b>9. Operations update</b>	
Whilst matters of practical relocation for existing KCC libraries staff and equipment are some way off, JW wished to discuss the key issues with DD and partners. These include IT which will require the involvement of the relevant team at KCC; this needed to be programmed well in advance. JW expressed that there will be some substantial costs incurred; these will need to be taken into account. It was expected that the existing library would not close until new premises were ready for occupation.	
<b>10. EQIA sign-off</b>	
JW briefly discussed the EQIA as he was seeking to gain agreement for the current draft of the document at the forthcoming Project Board meeting. No issues were raised by partners.	JW to complete EQIA
<b>11. Risk register update</b>	
JW continues to maintain the project risk register. Update to be circulated by email. No new issues were highlighted with the exception of concerns relating to the management of pre-application negotiations. .	JW to maintain Risk Register
<b>12. AOB</b>	
None	
<b>13. Date of next Hub Working Group meeting</b>	
Tuesday 6 October	