

## Southborough Hub Working Group

### Minutes of meeting held on 6 October 2015 at Southborough Town Council Offices

**Present:**

Cllr Peter Oakford (PO) – KCC  
 Cllr Glenn Lester (GL) – STC  
 Brenda Wickens (BJW) – STC  
 Jonathan White (JW) – TWBC  
 Bartholomew Wren (BW) – TWBC  
 Joe Reidy (JR) – KCC  
 Veronica Dorset (VD) – KCC  
 James Pearson (JP) - KCC

**Apologies:**

Anne Wynde (AW) - KCC  
 Cllr David Elliott (DE) – TWBC  
 David Candlin (DC) – TWBC  
 Donna-Marie Dunn (DD) – 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>	
<p>The minutes of the last meeting were agreed.</p> <p>JW provided updates as necessary. He agreed to provide full feedback on the questionnaire survey once report had been finalised. Other standing items were covered in the agenda of the meeting.</p>	<p>BW to finalise minutes            JW to provide report</p>
<b>3. Project update PE design work and other consultants</b>	
<p>JR informed that PE was coming towards the end of their commission and that agreed fees had been substantively consumed. He enquired about the future planning application fees. JW informed that this could be clarified through ongoing development management discussions; a further meeting was due to take place on 8 October. JR clarified that discussions were likely to be ongoing through the forthcoming period of public consultation.</p> <p>The appointment of a planning consultant was discussed to support the project going forwards. BW to provide JR with some recommendations and support the preparation of a consultant's brief.</p> <p>JR explained that project viability remained a concern, including the ability of the development to support a full compliment of s106 contributions. This was acknowledged by the working group members. It was suggested that once the development quantum was fixed (likely to be after the consultation), a full viability appraisal could be undertaken as this will be required to support any related future development management negotiations.</p> <p>JR informed that Raine &amp; Co were continuing to market the Tesco site.</p>	<p>BW to provide advice</p> <p>JR to prepare viability evidence in due course</p>

<p><b>4. Consultation</b></p> <p>VD informed that The New Life Church could not accommodate the revised exhibition dates. Southborough Primary School had instead been booked for 5 December and 16 January. St Matthew’s Church hall had been booked for 12 January and Southborough library was to be used on the proposed Tuesdays and Thursdays.</p> <p>It was agreed that the consultation would now launch on 27 November with postcards to be distributed to all premises in Southborough and High Brooms two weeks before.</p> <p>AW informed that there is a 23 October deadline with the KCC design team for the post card, leaflet and banners. PO requested a large frontage banner for the RVH. AW agreed to organise this.</p>	<p>AW to finalise promotional materials</p>
<p><b>5. Communications and accountability (review communications plan)</b></p>	
<p>VD circulated a revised communications plan. She welcomed comments following the meeting with an updated final draft to be agreed at the next meeting.</p>	<p>VD to finalise</p>
<p><b>6. Project timeline</b></p>	
<p>JW continues to monitor the project timeline; this was covered under item 2.</p>	<p>JW to review</p>
<p><b>7. Legal update and internal processes</b></p>	
<p>No further legal update provided.</p> <p>JW informed that the Project Board would provide final sign-off of the consultation boards at a meeting proposed for 5 November.</p>	<p>JW to attend meeting</p>
<p><b>8. Operations update</b></p>	
<p>No further update provided.</p>	
<p><b>9. EQIA sign-off</b></p>	
<p>JW provided the latest draft of the EQIA and had taken account of feedback provided by AW. This will be reviewed on an ongoing basis as the project develops.</p>	<p>JW to maintain EQIA</p>
<p><b>10. Risk register update</b></p>	
<p>JW provided an updated draft of the risk register and welcomed any further feedback from partners, responding to any known or emerging project risks or concerns. No further comments provided.</p>	<p>JW to maintain Risk Register</p>
<p><b>11. AOB</b></p>	
<p>The future operational model for the Hub building was discussed, including consideration of all future hirers for the hall and other accommodation proposed. PO asked that JW presented a proposal / business plan at the next</p>	<p>JW to prepare report</p>

meeting, to be informed by an independent assessment of competing local facilities within the wider catchment of Southborough.	
<b>12. Date of next Hub Working Group meeting</b>	
Tuesday 3 November	