

Southborough Hub Working Group

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

Present:

Cllr Peter Oakford (PO) – KCC
 Cllr Glenn Lester (GL) – STC
 Brenda Wickens (BJW) – STC
 Cllr David Elliott (DE) – TWBC
 Bartholomew Wren (BW) – TWBC
 Veronica Dorset (VD) – KCC
 James Pearson (JP) – KCC
 Jonathan White (JW) – KCC
 Anne Wynde (AW) – KCC

Apologies:

Joe Reidy (JR) – KCC
 David Candlin (DC) – TWBC

1. Welcome and introductions	Action By
PO opened the meeting thanking partners for their attendance.	
2. Minutes of last meeting and actions arising	
The minutes of the last meeting were agreed. JW requested some further amendments.	BW to finalise minutes
3. Project update	
JW informed that DHA Planning had been appointed to lead on the preparation of a planning application and related negotiations going forwards.	
4. Consultation	
<p>Following the launch of the consultation AW provided an update of progress as so far received. She agreed to keep the Working Group regularly informed of the breakdown of feedback received as the consultation progressed.</p> <p>It was agreed that a stakeholder letter be issued to businesses and other stakeholders, to inform them of the consultation.</p>	<p>AW to update regarding progress JW to prepare letter</p>
5. Communications	
JW informed that the KCC communications team had been updating the website following the issue of the press release, prior to the launch of the consultation on 30 November.	
6. Project timeline	
JW informed that the Project Board would be formally informed of the outcome of the consultation process, once a presentation had been given to STC at their January Full Council meeting. The Board would make a decision on which option to progress further.	

7. Legal update and internal processes	
<p>Since the last Working Group meeting JW and JR had met with KCC legal to complete the collaboration agreement. They were waiting to meet with TWBC legal. It was expected that the document would be approved by KCC's internal Project Advisory Group in February 2016.</p> <p>JW informed that the call options were being altered; this followed a change to the masterplan to position the sports pavilion to the northwest of the site.</p> <p>JW informed that a development agreement was to be drafted after the consultation had finished, and once a decision had been taken by the Project Board to proceed.</p>	<p>JW to co-ordinate completion of legal agreements</p>
8. Operations update	
<p>JW provided an update regarding the operational model/business plan for the future Hub buildings. He was reviewing community centre operations at Crowborough and Eastgate in Gravesham as options which could be considered or adapted for the Southborough Hub. He intended to develop two options for future consideration by STC, who are intended to be the owners of the freehold once complete.</p>	<p>JW to progress business plan</p>
10. Risk register update	
<p>JW discussed options for the analysis of feedback received from the consultation. It was agreed that an independent analysis of the feedback should be undertaken to ensure impartiality. AW agreed to seek quotations for this, the concerns being agreement internally at KCC to fund this, and the time available to issue a tender and appoint. JW to include this matter in the risk register.</p>	<p>JW and AW to appoint consultant</p>
11. AOB	
<p>None</p>	
12. Date of next Hub Working Group meeting	
<p>Tuesday 5 January</p>	