

# Southborough Hub Project Board Minutes – 19 January 2016

14:00 - 15:00

**Cabinet Room – Sessions House**

**Attendees:**

**STC**

Cllr Glenn Lester  
Brenda Wickens

**TWBC**

**KCC**

Mike Hill (chair)  
Peter Oakford  
Joe Reidy  
Jonathan White  
Anne Wynde

**Apologies:**

Cllr Lynne Weatherly  
David Candlin

		<b>Action</b>
<b>1.</b>	<b>Introductions</b>	
	<ul style="list-style-type: none"> <li>Apologise received from DC and LW. PO requested that <b>JW</b> update them post the meeting.</li> </ul>	<b>JW</b>
<b>2.</b>	<b>Minutes and actions</b>	
	<ul style="list-style-type: none"> <li>All actions from the previous meeting were either complete or will be picked up in the agenda</li> </ul>	
<b>3.</b>	<b>Project build update (JR)</b>	
	<ul style="list-style-type: none"> <li>Proposing to submit planning for the scheme based on 55 units as per the consultation. Architects awaiting instruction following outcome of which option to go with.</li> <li>Viability continues to be tight but within acceptable margins. GL suggested that securing further investment from partners or other investors would always be beneficial to ensure the best possible outcome for Southborough. <b>JW</b> to investigate further opportunities.</li> <li>Meetings have taken place with the medical centre who continue to be very keen to progress the project and a further meeting will be held shortly. Risks remain around the timeline of the GP surgery coming forward in tandem with the wider scheme as they are dependent on NHS processes. <b>JR</b> to update at next board.</li> <li>Planning application will be progressed once the final option has been agreed.</li> <li>KCC will be looking to make a fix priced contract for the build.</li> <li>Seeking submissions from agents for marketing of the site.</li> <li><b>JR</b> to circulate a timeline</li> </ul>	<b>JW</b>  <b>JR</b>  <b>JR</b>
<b>4.</b>	<b>Consultation update</b>	
	<ul style="list-style-type: none"> <li>158 responses done to date</li> <li>8 consultation events with one remaining, c475 people have attended events to date and over 800 downloads on the website.</li> <li>Attendance at the events are still staying high and people have</li> </ul>	

	<p>been very appreciative of the scheme and the work gone into it.</p> <ul style="list-style-type: none"> <li>• Lake market research has been appointed to do the independent evaluation of the feedback.</li> <li>• Most attendees at the events strongly agreed that the project needs to progress.</li> <li>• Timeline – Lake have confirmed they can deliver a first draft paper by the 12 February in time for papers required for STC full council on the 18th Feb.</li> <li>• PO requested that <b>JW</b> give an update to STC on the 28 Jan with regard to how the consultation has progressed to date.</li> <li>• GL requested that <b>JW</b> present the findings of the report to STC Full Council on the 25th Feb.</li> <li>• STC Full Council will vote on which option to go with on the 25th Feb and the Southborough Hub Board would then be able to vote on which option following that vote.</li> <li>• GL requested that the evaluation document be released to the public as soon as possible.</li> <li>• Members/Cllrs thanked officers for all the hard work, particularly given weekend working.</li> <li>• Members of the Southborough Hub Board had visited the consultation events and were very pleased with the wider community engagement.</li> <li>• PO/GL requested whether <b>MH/LW</b> could attend the STC meeting on the 28th Jan to take any questions and give feedback.</li> </ul>	<p><b>JW</b></p> <p><b>JW</b></p> <p><b>MH/LW</b></p>
<b>5.</b>	<b>Legal update</b>	
	<ul style="list-style-type: none"> <li>• Collaboration Agreement is in final draft and final amends by KCC have been done and will be sent to partners shortly to agree.</li> <li>• KCC will need to seek sign off by their internal board to secure the upfront funds necessary to purchase the Tesco and Lloyds land.</li> <li>• Call Options amendments for the location of the football pavilion have yet to be finalised. <b>JW</b> to chase KCC legal.</li> </ul>	<b>JW</b>
<b>6.</b>	<b>Communications</b>	
	<ul style="list-style-type: none"> <li>• GL requested that a press release be circulated post the consultation closing giving feedback on the events. <b>JW</b> to sort post STC full council meeting.</li> </ul>	<b>JW</b>
<b>7.</b>	<b>Operations update (JW)</b>	
	<ul style="list-style-type: none"> <li>• Work is being progressed to evaluate the different legal options open to the Board to consider and which is likely to be most beneficial to the ongoing running of the centre.</li> <li>• PO requested that the operational delivery model will be added to the timeline. <b>JR</b> to sort.</li> <li>• Further work can be pursued once it becomes clearer whether any further partners might be added as anchor tenants.</li> </ul>	<b>JR</b>
<b>8.</b>	<b>Budget update</b>	
	<ul style="list-style-type: none"> <li>• JR confirmed that spend to date is £250k of the £390k set aside.</li> <li>• KCC will be investing above and beyond the £70k invested by</li> </ul>	

	the partners. Board members acknowledged the additional investment.	
<b>9.</b>	<b>Risk register (JW)</b>	
	<ul style="list-style-type: none"> <li>• Staff capacity – JW advised that Veronica Dorset from KCC would shortly be leaving KCC and this would diminish staff capacity. In addition Bart Wren is also being removed by TWBC further reducing staff capacity at a critical time. <b>JW</b> to advise the board if this becomes a critical issue.</li> <li>• Viability remains tight until final costs, income and investment figures are finally known.</li> <li>• GP timeline may not be in tandem with the project and gap funding may need to be considered.</li> </ul>	<b>JW</b>
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>11.</b>	<b><u>Date of Next Meeting</u></b>	
	<ul style="list-style-type: none"> <li>• 1 March 2016</li> </ul>	