

Southborough Project Board Meeting

Minutes of meeting held on 29th June 2015 at Kent County Council Offices

Present:

Cllr Mike Hill (MH) – KCC (Chairman)

Cllr Lynne Weatherley (LW) – TWBC

Cllr Glenn Lester (GL) – STC

Cllr Peter Oakford (PO) – STC

David Candlin(DC) – TWBC

Brenda Wickens (BJW)– STC

Joe Reidy (JR)– KCC

Apologies:

Jonathan White (JW) – TWBC

Veronica Dorset (VD) – KCC

Bartholomew Wren (BW) – TWBC

Anne Wynde (AW) -KCC

1. Welcome and Introductions	Actions by
MH opened the meeting thanking partners for their attendance and accepting apologies.	
2. Summary Update	
JR provided a brief update on the project confirming that two schemes are being progressed and will be taken forward to the consultation stage. The first scheme retains the main theatre block with facilities being constructed around the structure and the second scheme being a complete redevelopment. JR informed the partners that discussion over the purchase of adjoining land parcels was on going.	
3. Governance	
The terms of reference of the Projected Board were presented and agreed subject to a minor amendment that the board will meet monthly or as required subject to a week's notice.	
4. Timeline	
The proposed timeline was presented to the Board projecting project completion in Early 2018. MH requested that a date be confirmed for the project board meeting prior to consultation period.	JW

5. Finance	
JR provided a brief update on the overall project finances and hi-lighted the need for KCC to support the project in the short term, financing the acquisition of additional land and any overspend in the design process.	
6. Designs	
JR presented the latest design work for both options pointing out that the designs require work before the consultation stage. MH requested that the architects attend the next PB meeting to present the final designs before launching the consultation. BJW asked that it be clarified that the development does not encroach into land outside off the option agreements. JR agreed to provide more information on the designs as it becomes available ahead of the next meeting.	JR JR
7. Questionnaire Feedback	
It was agreed that the questionnaire feedback would be presented at the next meeting.	JW
8. Consultation	
JR Confirmed that consultation and engagement with Stakeholder had already begun and that the architects have now taken away the information from these meetings to progress their design work. The current questionnaire is extending the scope of the consultation ahead of the proposed 6 week public consultation planned to start in September. PO noted that a public information meeting had been held in April were the early design work had been presented to the public.	
9. Communications	
The communications plan was presented and it was noted that some of the contact details required updating.	JR
10. Legal	
JR informed the meeting that legal agreements being the MoU and the Call Option have been completed. The legal teams are working on a Collaboration Agreement and Development Agreement.	
11. Risks	
The risk register was reviewed; with PO suggested that risk associated with the purchase of the Tesco land should be elevated.	
12. A.O.B	
No other business was discussed.	
13. Date of Next Meeting	
To be agreed	JW

