

# Southborough Hub Project Board

## Minutes – 5 May 2016

5:00 - 6:00 PM

Cabinet room KCC

### Attendees:

#### STC

Cllr Glenn Lester  
Brenda Wickens

#### TWBC

Cllr Lynne Weatherly  
David Candlin

#### KCC

Mike Hill (chair)  
Peter Oakford  
Joe Reidy  
Jonathan White  
Jeremy Pilgrim

### Apologies:

		Action
1.	<b>Introductions</b>	
2.	<b>Minutes and actions</b> <ul style="list-style-type: none"><li>JW to assist BW in ensuring minutes are back up on the website</li><li>All actions completed or on agenda</li><li>Operations paper to come to a future meeting</li></ul>	JW
3.	<b>Project build update</b> <ul style="list-style-type: none"><li>Project is seeking an urgent update from Lloyds regarding the part sale of their site to the councils, following their announcement to close the bank in Southborough. Subject to Lloyds response the project will know what impact if any there is. JR to provide an update on Lloyds intentions in due course. Potential for CPO is last resort if needed.</li><li>Update on Tesco land was discussed and Heads of Terms are being drafted by KCC legal.</li></ul>	JR
4.	<b>Designs</b> <ul style="list-style-type: none"><li>Latest designs were discussed</li><li>TWBC planners are content with the Community Hub element, the sports pavilion and the access. Having previously supported the residential element, they are now requesting further details on the residential units to the south of the Community Hub, in particular the walkway. They are also seeking further details on the flats, the detached and semi-detached units and the distances between certain buildings. These elements are being followed up with TWBC planners, but it is delaying putting any plans into the public domain given the potential for significant changes if planners seek to revise the proposals. JR/JW to progress.</li><li>Once planners are content with the proposals they can be put out to the public and STC can subsequently vote on it to be submitted to planning. Officers are meeting with the planners on 06/05/16 following which things will be clearer. Email to be sent round following this</li></ul>	JR/JW  JW

	<p>meeting.</p> <ul style="list-style-type: none"> <li>Public event to be scoped before planning application submitted.</li> <li>JR met with GP surgery and a meeting with the CCG is being convened to plan the next phase of work.</li> </ul>	
5.	<p><b>Legal update</b></p> <ul style="list-style-type: none"> <li>Collaboration agreement with TWBC for final comment.</li> <li>Awaiting feedback from legal on call-option changes required for the football pavilion.</li> </ul>	
6.	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>A lot of feedback has been received about the communications approach. Comms plan to be reviewed at the project group meeting.</li> <li>First draft of 'you said, we did' document was circulated and discussed. Delays in finishing it were down to excessive emails being received prior to the elections and work having to be prioritised in answering these. Partners suggested minor changes to the document.</li> <li>Plans can be released to the public once planners confirm they are happy and STC and Southborough Board are supportive.</li> <li>Plans are still subject to change based on planner's feedback but the board did not have an issue with releasing the Community Hub plans subject to a footnote being added that it remains subject to change from further feedback which JW is receiving from stakeholders.</li> <li>The public exhibition will give locals the final chance to have their say on the internal layout of the building.</li> <li>STC website minutes of meetings to be uploaded ASAP.</li> </ul>	
7.	<p><b>Operations update</b></p> <ul style="list-style-type: none"> <li>Several unsolicited approaches have already been received for the retail and coffee shop in the Community Hub. Discussions at this time are only indicative and subject to planning progressing further.</li> <li>ACE funding being investigated but not likely to be applicable.</li> </ul>	
8.	<p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>Budget summary was discussed.</li> <li>Subject to planners requiring further changes, this is likely to have an impact on additional costs.</li> <li>Planning application to be submitted on behalf of STC.</li> <li>KCC Property following up potential for one public estate funding.</li> </ul>	
9.	<p><b>Risk register</b></p> <ul style="list-style-type: none"> <li>Planning</li> <li>Communications</li> <li>Timeline</li> </ul>	<b>JW to update Risk Log</b>
10.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Support to be looked at for the project possibly a graduate trainee to support the work.</li> <li>Date of next meeting to be confirmed next week.</li> </ul>	<b>JW</b>