

# Southborough Hub Project Board Minutes – 1 March 2016

**9:30 - 10:30**

**Room 21B - TWBC**

**Attendees:**

**STC**

Cllr Glenn Lester  
Brenda Wickens

**TWBC**

Cllr Lynne Weatherly  
David Candlin

**KCC**

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

**Apologies:**

		<b>Action</b>
<b>1.</b>	<b>Introductions</b>	
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<b>2.</b>	<b>Minutes and actions</b>	
	• All actions were complete or would be picked up in the agenda	
<b>3.</b>	<b>Consultation update (AW)</b>	
	<ul style="list-style-type: none"> <li>• GL updated the Board and advised that STC Town Council voted overwhelmingly in favour of option 1 (new build). The discussion on the night was very pro-active, positive and emotional at times.</li> <li>• 369 people completed the questionnaire. 82% were in favour of the development. 58% supported option 1, 27% supported option 2, 9% wanted “other”. Within Southborough and High Brooms support for option 1 was over 63%.</li> <li>• MH requested that a decision paper be drafted setting out what was done re the designs, consultation, analysis, key findings and why the decision was made to proceed with option 1. The document will be endorsed at the next board meeting. <b>JW</b> to draft.</li> <li>• Following the outcome of the consultation the EQUIA now needs to be updated and circulated and included in the decision paper <b>JW</b>.</li> <li>• Feedback from planners and the consultation is now being analysed and will be sent to the architects in order for designs to be changed where needed. This will involve further consultation with clients.</li> <li>• PO proposed that the next steps should see a document come forward on a “you said we did” basis stating why design changes were made. <b>JW</b> to draft in due course. This document should be shared with STC and the public.</li> <li>• Officers advised the board that the consultation reflected those</li> </ul>	<p style="text-align: center;"><b>JW</b></p> <p style="text-align: center;"><b>JW</b></p> <p style="text-align: center;"><b>JW</b></p>

	<p>people who had come along to the events and made an informed decision on the project.</p> <ul style="list-style-type: none"> <li>• Board discussed the lack of responses from certain groups.</li> <li>• Board thanked Anne Wynde for supporting and attending meetings and ensuring a comprehensive consultation.</li> </ul>	
<b>4.</b>	<b>Option decision</b>	
	<ul style="list-style-type: none"> <li>• Following the meeting at Southborough Town Council, KCC and TWBC were happy to support the STC decision.</li> <li>• The Board unanimously supported the outcome of the consultation, the vote by STC and voted to progress option 1 (New Build).</li> </ul>	
<b>5.</b>	<b>Project build update (JR)</b>	
	<ul style="list-style-type: none"> <li>• Design work can now start to be progressed again.</li> <li>• Designs will need to be changed based on feedback from the consultation. Some suggestions are radical and the Board will need to be careful not to overly change the application as some suggestions could lead to people believing they were misled on the consultation. Planners will also want to see some consistency between the schemes.</li> <li>• Officers are working to submit a detailed planning application on the Hub with residential at advanced outline.</li> <li>• Further consultation evening will need to be held prior to the submission of the planning application.</li> <li>• Moving forward we will need to work with partners to ensure final designs are confirmed.</li> <li>• GP surgery has achieved stage 1 and should be consulting with their users shortly.</li> <li>• Football club – a revised proposal has been presented that is larger but set back further than the current proposal so there is less impact on the pitches. Looking to work with the club towards an FA grant. The club are seeking a letter of comfort around them going into the building and this was agreed by the Board. <b>JR</b> to progress the work and see what is possible following feedback from architects/planners given impact on trees and neighbours. <b>JW</b> to progress the letter.</li> <li>• PO/GL wanted assurances that the development footprint was not any bigger than currently proposed. Officers advised that they believed this was the case and would clarify with the architects.</li> <li>• GL requested that <b>JW</b> present latest designs to STC on the 31 March and on an ongoing basis to ensure they remain part of the debate and feel informed going forward.</li> <li>• GL will need to agree designs at STC so that he can vote at the Board to submit the application.</li> <li>• If STC submits the planning application there is a 50% reduction in planning costs.</li> <li>• Board to meet and agree final designs prior to final planning consultation and planning submission.</li> <li>• Water Margin is a listed building – JW met with Conservation</li> </ul>	<p><b>JR</b></p> <p><b>JW</b></p> <p><b>JW</b></p>

	<p>Officer to see if it can be included in the masterplan. The building is in poor condition and would significantly affect the viability of the scheme. Conservation Officer confirmed that he would consider removal of the front extension.</p> <ul style="list-style-type: none"> <li>• Planning submission is looking to be submitted shortly subject to architects completing the works.</li> <li>• <b>MH</b> requested that he attend the open public planning evening once dates were agreed.</li> <li>• Build programme will look to ensure the football facility is phased in order to ensure ongoing use of the playing pitches.</li> <li>• TWBC purdah period runs from 24 March to 5 May and PO and LW will need to be aware of this as they will be unable to comment during that period. MH and GL are not affected.</li> <li>• JW is looking in to a grant application to Arts Council England.</li> <li>• Need to ensure plans are in place for STC being re-housed.</li> </ul>	<b>MH</b>
<b>6.</b>	<b>Legal update (JW)</b>	
	<ul style="list-style-type: none"> <li>• Collaboration Agreement – <b>JR</b> to finalise and send to partners for final sign off.</li> <li>• Land options (Football club) – once revised plans have been completed a new layout might be required.</li> <li>• Development Agreement to be brought forward once planning application is submitted/agreed.</li> </ul>	<b>JR</b>
<b>7.</b>	<b>Communications</b>	
	<ul style="list-style-type: none"> <li>• <b>JW</b> to sort press release on board decision and have it agreed by partners.</li> </ul>	<b>JW</b>
<b>8.</b>	<b>Operations update (JW)</b>	
	<ul style="list-style-type: none"> <li>• Further meetings are being put in the diary and good discussions are taking place with potential anchor tenants and or rentable space to come forward.</li> <li>• Any changes to the design will impact delivery so awaiting what the final design elements will be before pursuing this further.</li> </ul>	
<b>9.</b>	<b>Budget update (JR)</b>	
	<ul style="list-style-type: none"> <li>• KCC are funding an additional £115k bringing total costs to £390k to date excluding the funding for the purchase of the Tesco and Lloyds Bank land.</li> </ul>	
<b>10.</b>	<b>Risk register (JW)</b>	
	<ul style="list-style-type: none"> <li>• Timeline risk to be updated</li> <li>• Planning/design risk to be updated</li> <li>• Viability risk to be updated</li> <li>• GP surgery risk to be updated</li> </ul>	
<b>11.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• MH/LW to be invited to attend STC meeting on the 31 March</li> </ul> <p><b>BW</b></p>	<b>BW</b>
<b>12</b>	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li>• Early April <b>JW</b> to sort – Monday 4 or Friday the 8</li> </ul>	<b>JW</b>