

**Southborough Hub Working Group Agenda
1 March 2016 - Southborough Town Council Offices**

Present:

Cllr Peter Oakford (PO) – KCC
Cllr Glenn Lester (GL) – STC
Jonathan White (JW) – KCC
Brenda Wickens (BJW) – STC
Joe Reidy (JR) – KCC
Philip Downing – KCC

Apologies:

James Pearson (JP) – KCC
Cllr David Elliott (DE) – TWBC

1. Welcome and introductions	Action By
2. Minutes of last meeting and actions arising	
<ul style="list-style-type: none"> • Actions are complete • Philip Downing was present at the last meeting, JW to update minutes. 	JW
3. Project update	
<ul style="list-style-type: none"> • Football club has put forward a variation to the current proposed designs and the architects will start to look at it and see whether it is possible. The build cost exceeds viability and would require fundraising via a grant to the FA foundation. • PO stated that any new designs being brought forward must maintain or decrease the development area and not increase it. GL/PO would not support anything that increased development area. • GP surgery continues to progress work their side. • Draft letter of comfort to the FC was circulated regarding the use of the facility by the football club. Group agreed it. JW to circulate to the Board and get it signed. • Football club has just registered as a company. • DHA planning has been brought on board to sort viability. • Transport assessment is being finalised now. 	JW
4. Consultation	
<ul style="list-style-type: none"> • Architects will be evaluating the feedback and progressing with the final design based on input from the clients in due course. • Any changes will need to be agreed by all parties. • GL raised concerns that some feedback would lead to big changes and he was concerned that designs should not change too fundamentally, otherwise people might think they were being misled by the consultation. • JR to share regular design development with the board. • JW to update EQUIA. • JW to sort decision paper based on board meeting request of 1 March 16. 	JR JW JW
5. Communications	
<ul style="list-style-type: none"> • Group discussed draft press release and agreed it. JW to get final sign off from Board Members. 	JW
6. Project timeline	
<ul style="list-style-type: none"> • PO/GL requested that JW present at STC full council on the 31 March and ongoing to ensure Cllrs are kept up to date with progress on the scheme. • Board meeting date TBC in early April. • Planning event will need to take place before submission. JW to sort. 	JW
7. Legal update and internal processes	
<ul style="list-style-type: none"> • JR to sort CA final sign off. 	JR

8. Operations update	
<ul style="list-style-type: none"> • Designs will impact on the final operational delivery so group will await final agreed designs before further progressing this work. 	
10. Risk register update	
<ul style="list-style-type: none"> • JW to update timeline, GP surgery, viability, design and judicial review risks. 	JW
11. AOB	
12. Date of next Hub Working Group meeting	
5 April 2016 (potential change to 4 April to coincide with project board) JW to sort.	JW