

## Southborough Hub Working Group

### Minutes – 2 November 2016 at STC

**Present:**

Cllr Peter Oakford (PO) – KCC  
 Brenda Wickens (BJW) – STC  
 James Pearson (JP) – KCC  
 Phil Downing (PD) – KCC  
 Jonathan White (JW) – KCC  
 Brian Hirst (BH) – Gen2  
 John-Jackson Almond (JJ) – TWBC  
 David Elliott – STC  
 Kevin Hetherington – TWBC  
 Glenn Lester – STC

1. Welcome and introductions	Action By
2. Minutes of last meeting and actions arising	
<ul style="list-style-type: none"> <li>• Action for STC to speak with football clubs and check TWBC policies on parking provision prior to STC making a request to TWBC.</li> <li>• JP has setup a sub group on FF&amp;E to include Southborough Society and GPs.</li> </ul>	
3. Project update and timeline	
<ul style="list-style-type: none"> <li>• BH updated the group to say that a QS is drawing up the tender for the site clearance and subsequently the build. Specification will be ready by the next meeting. There is no agreed timeline for clearing the site, but the sooner it is done the faster the project can be delivered.</li> <li>• BH considering a design and build contract for the delivery of the scheme but more detailed design will be required in order to put out to contract and conditions will need to be resolved.</li> <li>• BH, JW and JR to agree way forward in due course.</li> <li>• Purchase of Lloyds Bank land is delayed due to unregistered land which is being resolved, purchase still expected before Christmas.</li> <li>• Planning – officers are recommending the scheme for approval.</li> <li>• Sport England/FA – continue to object to the scheme and JW is responding. Following PO request for further improvements to the sporting offer, KH confirmed additional funding / support from TWBC to make improvements to pitch provision. Funds to ensure retention of same number of pitches and or more. DE stipulated that the fields are not just for football use but for everyone. Public open space. While the secretary of state call in remains low risk, JW was asked to progress this work in due course and deliver an acceptable outcome for all parties.</li> <li>• Highways – toucan crossing detailed designs being completed as requested by planning.</li> <li>• KHS continues to request the re-opening of the overflow car parking and is refusing to stipulate how many spaces they require. The issue is that one of the car parking surveys seems to have been undertaken when both the Ridgeway and Skinners were playing and therefore the scheme is being asked to address a wider parking issue. The proposal is that we condition the overflow and make it subject to a further car park survey 12 months after the Hub has opened and on a day that Skinners is not playing. This would then determine whether or not this element is needed. The overflow parking area allows for 18 spaces and JW has spoken to the football club who are supportive but it has not been to STC. Outcome will be an STC condition to ensure it is delivered subject to the parking survey.</li> </ul>	<p style="text-align: center;">BH</p> <p style="text-align: center;">BH, JW, JR</p> <p style="text-align: center;">JW</p>

<ul style="list-style-type: none"> <li>• Drainage issues resolved.</li> <li>• JW has organised the speakers for the committee and they will cover off the theatre element, GP surgery, football and the RVH.</li> <li>• Procurement of architects will need to follow the planning application as Pick Everard were only engaged for RIBA stages 1-3.</li> <li>• JR is engaging the necessary elements to start progressing the disposal of the land.</li> <li>• Planners requested a minimum of 45 houses as part of the planning application coming forward. JW argued for no lower limit on the basis that the market requests to date suggests 40 units. Planners will find it difficult to object to an application with lower units if it meant the Hub could be built but did not meet their policy requirements.</li> </ul>	
<b>4. FF&amp;E</b>	
<ul style="list-style-type: none"> <li>• JP to hand this over to Jackie Taylor-Smith having been promoted to Interim Head of Service for Libraries.</li> </ul>	
<b>5. Legal Update</b>	
<ul style="list-style-type: none"> <li>• Collaboration agreement may need to be varied on the basis of the funding of the demolition changing and JW to check this element.</li> <li>• Development Agreement – D&amp;B v traditional build contract discussions.</li> </ul>	JW
<b>6. Communications</b>	
<ul style="list-style-type: none"> <li>• Press release – JW to sort</li> </ul>	JW
<b>7. Operations Update</b>	
<ul style="list-style-type: none"> <li>• Decant update - STC have been unable to find suitable alternative facilities in Southborough or High Brooms that they can afford. JW to ask Denise H in TWBC to get in touch with BW and organise space based on the Collaboration Agreement.</li> <li>• TWBC have agreed in principal to work up the operational plan and run the facility for an interim period of two years to start with.</li> <li>• STC would need to take a decision on this in due course and ultimately would need a further decision on the final model.</li> </ul>	JW
<b>8. Budget Update</b>	
<ul style="list-style-type: none"> <li>• JR to update</li> </ul>	
<b>10. Risk register update</b>	
<ul style="list-style-type: none"> <li>• Planning. Capital costs. Inflation.</li> </ul>	
<b>11. AOB</b>	
<ul style="list-style-type: none"> <li>• JW to put board meeting in for December</li> </ul>	JW
<b>12. Date of next Hub Working Group meeting</b>	
<ul style="list-style-type: none"> <li>• 30 November 2016</li> </ul>	