

## Southborough Hub Meeting

### Minutes of meeting held on 02 September 2014 at Southborough Town Council Offices

**Present:**

Cllr Peter Oakford (PO) – STC (Chairman)  
 Cllr Glenn Lester (GL) – STC  
 Cllr Jacqui Jedrejewski (JJ) – STC  
 Cllr Jackie Prance (JP) - STC  
 Brenda Wickens (BJW) - STC  
 Cllr David Elliot (DE) - TWBC  
 David Candlin (DC) - TWBC  
 Bartholomew Wren (BW) - TWBC  
 Jonathan White (JW) - KCC  
 Veronica Dorset (VD) - KCC  
 Joe Reidy (JR) – KCC  
 Tim Irons (TI) – Pick Everard  
 Manuel ? (M) – Pick Everard

1. Minutes of last meeting and matters arising	Action By
<p>PO opened the meeting thanking partners for their attendance. The minutes of the meeting on 03.06.2014 were reviewed; all actions are either concluded or being addressed.</p>	
2. Pick Everard presentation	
<p>TI delivered a presentation outlining the site analysis and design options which have been explored by consultants Pick Everard (Appendix A).</p> <p>Following the original work undertaken by AMUP, the consultants have undertaken further site analysis to clarify the constraints and opportunities for the site. In preparing options for the Hub buildings, consideration has been given to design, height, mass and scale as well as movement and access, including pedestrian and cycle linkages.</p> <p>Options presented</p> <p>1 – Part demolish and new build (refurbish the RVH). This option results in a projected negative development value for the whole site (-£0.5m) and retains ongoing RVH legacy issues - revenue and maintenance.</p> <p>2 – Full demolition and new build (separate blocks). This option results in a negative development value (-£0.85m).</p> <p>3 – Full demolition and rebuild (clustered approach) – linked Hub buildings with a smaller footprint. This option results in a positive development value (£0-0.4m).</p> <p>GL asked about the proposed size of the theatre space. TI confirmed that the scale of the theatre will allow for similar events in the future.</p> <p>SW asked about the provision of additional parking and vehicular access for the Hub. TI confirmed that separate access and parking are provided</p>	

<p>within the concept to the northern side of the Hub building. The concept has not allowed space for HGV turning on-site however; this could be included if required.</p> <p>GL commented that he wished the buildings to be sustainable in their design and construction. TI confirmed that a sustainability assessment can be prepared and that a broad range of measures could be integrated into the design (dependant upon cost) – photo voltaic panels, green roofs, passive heating etc.</p> <p>PO expressed his support for the proposed Hub concept, and wished that it is presented at the next STC full council meeting to be held on 25 September.</p> <p>JP asked about the inclusion of sports facilities, as they were not shown within the concept presented. JR recommended that a separate building is provided for the football clubs, to be positioned between the Yew Tree Road and Ridgeway playing fields. This is likely to be a low scale building. The suitability of this option was discussed including issues of ownership, occupancy and maintenance. JR concluded that these details are to be explored once in-principle support is secured for the Hub concept as presented by Pick Everard. PO confirmed that this will be sought at full council. JJ asked that a sketch concept of a potential building is prepared for the meeting. JR agreed that Pick Everard will prepare this.</p> <p>SW asked when a further update would be issued to members of the community. PO confirmed that he would like a formal decision to be taken by full council before a further press release regarding the Hub project is released into the public domain. The Pick Everard concept presentation is a confidential document.</p> <p>Planning obligation requirements were discussed, DC reconfirmed that detailed discussion have yet to take place with planning officers.</p>	<p>Pick Everard to prepare sketch concept for sports building / pavilion</p>
<p><b>3. Update from project manager / finance update</b></p>	
<p>JR recommended that option agreements are prepared between partners. The options will have conditions attached to ensure that all partners remain committed to the project and to support its delivery. Option agreements will be progressed with Tesco and Lloyds if negotiations progress successfully. Tesco has confirmed that they are willing to work with the public sector to dispose of the site.</p> <p>JR updated that to date £26k has been spend from the project budget on Knight Frank and Pick Everard fees. £24k of joint TWBC and STC funding remains. JR anticipated that a further £60-£70k will be required to progress the project to outline planning stage.</p> <p>DC confirmed that he will have delegated authority after 18 September to secure the spend of further professional fees on behalf of TWBC. The allocation of a Development Programme budget and internal signoff procedure had been authorised by Cabinet.</p>	

<b>4. Business plan and risks</b>	
VD confirmed that this is not yet ready, and will be brought to the next project meeting. JJ asked that a project risk register is incorporated into the plan.	
<b>5. Communications plan</b>	
VD explained that the communications plan that that was prepared in 2013 to support the progression of the AMUP commission had yet to be updated. Some minor amendments were noted by VD who will update and circulate to partners.	VD to update communications plan.
<b>6. AOB</b>	
<p>PO confirmed that an extra ordinary full council meeting is to be held on 9 September to discuss the continued operation of the Royal Victoria Hall. There are ongoing concerns relating to structural, maintenance and insurance liabilities.</p> <p>GL enquired about the order of next steps. It was agreed that these would be confirmed following full council at the next project meeting. JR commented that option agreements should be signed before further consultants costs are incurred, to minimise the risk of abortive fee spend.</p>	
<b>7. Date of next meeting</b>	
30 September @ 5.00pm STC offices.	