

## Southborough Hub Working Group

### Minutes of meeting held on 3 November 2015 at Southborough Town Council Offices

**Present:**

Cllr Peter Oakford (PO) – KCC  
 Cllr Glenn Lester (GL) – STC  
 Bartholomew Wren (BW) – TWBC  
 Veronica Dorset (VD) – KCC  
 Donna-Marie Dunn (DD) – KCC  
 Joe Reidy (JR) – KCC  
 Jonathan White (JW) – KCC  
 Anne Wynde (AW) – KCC

**Apologies:**

Brenda Wickens (BJW) – STC  
 Cllr David Elliott (DE) – TWBC  
 David Candlin (DC) – TWBC  
 James Pearson (JP) – KCC

<b>1. Welcome and introductions</b>	<b>Action By</b>
PO opened the meeting thanking partners for their attendance.	
<b>2. Minutes of last meeting and actions arising</b>	
The minutes of the last meeting were agreed. JW wished to review prior to publication.	BW to finalise minutes
<b>3. Project update</b>	
<p>JR confirmed the fee spend with Pick Everard to date. Following discussions it was considered appropriate at this stage to appoint a planning consultant. A budget had been set aside to fund the appointment which was necessary to progress a final masterplan through the planning process.</p> <p>JR reconfirmed that two viable options were being developed for presentation during the pre-application consultation. The residential quantum for the proposed options had been set within the requirement identified in draft policy AL/SO2. Whilst it was considered that the site could accommodate additional units the approach was considered robust at that stage. The addition of further residential units could achieve an additional value, subject to a final viability assessment as necessary.</p> <p>Pre-application discussions remained ongoing. TWBC had confirmed that they intended to provide written comments in advance of the next Board Meeting. Given the request from KCC Highways to undertake amendments to the car parking survey, it was not considered likely that Highways would be in a position to provide formal written feedback in advance of the consultation period.</p> <p>JR confirmed that the masterplan options would be shared at the next meeting of the Project Board, to allow opportunity for feedback.</p>	<p>JR and JW to appoint consultant</p> <p>Pick Everard to progress pre-app</p> <p>JW and JR to present to Board</p>

<p><b>4. Consultation</b></p>	
<p>VD confirmed that Hendry Exhibitions were providing display boards for the consultation. They were setting up on Friday 4 December at Southborough Primary School. Additional bound hard copies of the consultation boards were to be provided for break-out use.</p> <p>It was agreed that officers would be leading the consultation, providing facilitation and advice to members of the public.</p> <p>As the consultation was to take place over an 8 week period, commencing on 30 November, it was agreed that further promotion should be undertaken in January to raise awareness.</p> <p>JW confirmed that a further update on the Boards was required. BW had provided content to Pick Everard for inclusion. VD requested that a meeting date be scheduled to review drafts.</p> <p>AW discussed proofs of the promotional materials (leaflet, banner, postcard) with partners. Comments were provided and AW agreed to feedback to the KCC design team.</p> <p>Additional consultation methods were discussed including a coin/token box to be used by all who attend the events. AW had made enquiries to obtain this.</p> <p>Signage for the venues was discussed, VD and BW agreed to organise this.</p> <p>AW confirmed that the press release and webpage on kent.gov.uk were to go live on 16 November.</p>	<p>VD to progress arrangements for the events</p> <p>KCC to issue press release</p> <p>JW and JR to manage</p> <p>AW to feedback to design team</p> <p>AW</p> <p>VD / BW</p>
<p><b>5. Communications Plan</b></p>	
<p>This was reviewed by BW following the last Working Group Meeting. The updated Comms Plan was circulated and agreed by partners.</p>	
<p><b>6. Project timeline</b></p>	
<p>JW informed that the Project Board would reconfirm this following the consultation period and once the pre-application discussions had substantively concluded. It was expected that this would be in February. The current aspiration of the Board was to submit a planning application for the site in 2016.</p>	<p>Project Board to confirm timeline</p>
<p><b>7. Legal update and internal processes</b></p>	
<p>JW confirmed that the legal documents were all being progressed. There was now agreement to update the final collaboration agreement to ensure a simpler outcome for all partners.</p> <p>The call-option had now been revised to reflect the proposed relocation of the football pavilion building.</p> <p>JR confirmed that lease arrangements with current KCC tenants associated with the Hub site, were being reviewed.</p>	
<p><b>8. Operations update</b></p>	

<p>PO enquired about the preparation of an operational model/business plan for the future Hub buildings. He requested that a demand assessment be carried out. JW informed that this was being progressed and would be informed by the masterplan option which is chosen following the consultation.</p>	<p>JW to progress business plan and demand assessment</p>
<p><b>10. Risk register update</b></p>	
<p>JW informed that he had added officer capacity and resources as a new risk to the register. He was aware of the significant pressure upon some members of the project team.</p>	
<p><b>11. AOB</b></p>	
<p>Contingency arrangements for the Hub events were discussed, i.e. poor weather during December and January or illness. It was agreed that JW compile a contact schedule of personal numbers for all supporting members of the project team.</p> <p>JP confirmed that DD would be unavailable to support the consultation events.</p>	<p>JW to prepare a contacts schedule</p>
<p><b>12. Date of next Hub Working Group meeting</b></p>	
<p>Tuesday 1 December</p>	