

# Southborough Hub Project Board Minutes – 5 November 2015

15:30 - 16:30

**Cabinet Room – Sessions House**

**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>	
	<ul style="list-style-type: none"> <li>• JR confirmed spend to date</li> <li>• MH attended STC full council and was pleased with feedback/outcome.</li> </ul>	
<b>3.</b>	<b>Project build update (JR)</b>	
	<ul style="list-style-type: none"> <li>• Designs have been frozen pending consultation. Further design work will be required following the consultation feedback to make changes to the layout.</li> <li>• JR confirmed that both schemes would seek to bring forward the same number of residential units and community facility floor space. Current viability analysis suggests that the partners go out to consultation on both schemes with 55 residential units.</li> <li>• Engagement with planning and highways is ongoing.</li> <li>• Planners have indicated that in order to mitigate the need to build on green belt land, housing densities are expected to rise subject to site constraints.</li> <li>• Planners are content with the mix of uses proposed for the site however they would like to see a more active frontage. Further detail will also need to be discussed and once the preferred scheme has been chosen this work will be done. This approach will mitigate significant costs of making changes to two schemes.</li> <li>• Proposal is to go back to planners following the consultation and advise on public response to current proposals and look to make changes on the basis of feedback received.</li> <li>• Site layout can then change based on broad input.</li> <li>• Highways have advised that critical elements are parking, access from the A26 and the Yew Tree road junction. They have requested further work on the junction and surveys to cover the parking prior to giving further feedback. Improvement works to the A26 are expected in Jan 2016.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Architect relationship management is ongoing. Additional fees to be discussed with them as they have picked up additional work as part of the consultation.</li> <li>• Planning consultant to be appointed shortly which will greatly help.</li> <li>• Viability figures were presented by JR and discussed. <b>JR</b> to send DC the detailed viability figures.</li> <li>• Timeline – project is on course to have a planning application submitted in 2016.</li> </ul>	<b>JR</b>
<b>4.</b>	<b>Consultation update</b>	
	<ul style="list-style-type: none"> <li>• Resources – posters, leaflets, postcards were shown and discussed. Board was pleased with work to date.</li> <li>• BW raised the issue of cars/vans parking in front of the RVH and hiding the banner proposed for the front of the RVH even though bollards are being put out and people are being requested not to park there.</li> <li>• Timeline and venues were circulated and discussed. PO and GL requested that <b>JW</b> include a consultation date in High Brooms following a request by STC.</li> <li>• LW requested that the contact for the Courier’s “what’s on” section be made aware.</li> <li>• Analysis of the consultation is currently proposed to be done by JW. GL suggested considering independent analysis if required to give further legitimacy to the report. Board members were supportive if funding can be found, <b>JW</b> to progress.</li> <li>• Boards for the consultation remain a work in progress – <b>JR</b> to circulate the boards to the board. 10 of the 20 required have been completed.</li> <li>• FAQ, EQUIA, pre-consultation questionnaire will all be released as part of the consultation.</li> <li>• In light of officer’s proposals to hold the consultation over the Christmas period, board members requested that officers extend the consultation from 6 to 8 weeks and run further awareness campaign post the Christmas period as well. Access during the Christmas period would be online so this would not stop anyone submitting further feedback over this period.</li> <li>• Board confirmed that the consultation should continue based on proposed timelines.</li> </ul>	<b>JW</b>  <b>JW</b> <b>JR</b>
<b>5.</b>	<b>Legal update</b>	
	<ul style="list-style-type: none"> <li>• JW is continuing to progress the collaboration agreement, changes will be finalised and circulated to all parties shortly. Changes to the football pavilion ownership (from KCC to STC) will mean that there is the potential to now attract FA funding.</li> <li>• KCC will require agreement by PAG to sign the Collaboration Agreement.</li> <li>• TWBC have got all the necessary authorities complete and in place to sign it.</li> <li>• STC have got authority to sign subject to Chairman, Clerk and legal advice agreeing it.</li> </ul>	

	<ul style="list-style-type: none"> <li>JW/JR/GL/BW have met with the Ridgeway Football Club and they are supportive of moving the football pavilion due to the drainage issues identified on the initial site. This will mean that the STC/KCC call option will need to be varied and this has been agreed and will be acted on shortly. JW is also seeking to vary the leasehold areas with the football club to ensure that at the time of construction only one lease will be extinguished and the fields can continue to be used during the period of the works.</li> </ul>	
<b>6.</b>	<b>Communications</b>	
	<ul style="list-style-type: none"> <li>Communication plan was circulated and discussed. Murray will coordinate comms with Anne McCarthy in TWBC and Brenda in STC and ensure one point of contact for each council.</li> <li>Murray to organise press briefing (one by one with the journalists).</li> </ul>	<b>Murray</b>
<b>7.</b>	<b>Operations update (JW)</b>	
	<ul style="list-style-type: none"> <li>Working draft is underway, questions will be brought back to the board in due course.</li> </ul>	
<b>8.</b>	<b>Budget update</b>	
	<ul style="list-style-type: none"> <li>JR updated the board on spend to date</li> <li>KCC has invested a further £65k in addition to the initial £70k. These additional funds are picked up as part of the CA.</li> </ul>	
<b>9.</b>	<b>Risk register (JW)</b>	
	<ul style="list-style-type: none"> <li>Medical centre progressing with the CCG</li> </ul>	
<b>10.</b>	<b>AOB</b>	
	<ul style="list-style-type: none"> <li></li> </ul>	
<b>11.</b>	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li><b>JW</b> to propose early January meeting for initial feedback (JW) on consultation and update on Tesco etc..</li> </ul>	<b>JW</b>