

## Southborough Hub Meeting

### Minutes of meeting held on 02 June 2015 at Southborough Town Council Offices

#### Present:

Cllr Peter Oakford (PO) – KCC (Chairman)  
Cllr Glenn Lester (GL) – STC  
Cllr David Elliott (DE) – STC  
Brenda Wickens (BJW) – STC  
David Candlin (DC) – TWBC  
Jonathan White (JW) – TWBC  
Bartholomew Wren (BW) – TWBC  
Joe Reidy (JR) – KCC  
Veronica Dorset (VD) – KCC

#### Apologies:

Donna-Marie Dunn (DD) – KCC  
Sue Sparks (SS) - 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</b>	
JW proposed amendments to minutes of the meeting held on 28.04.15, these were agreed.	BW to finalise minutes
<b>3. Hub Group membership / Roles and responsibilities</b>	
<p>KCC officers requested an update on how STC would be proceeding with attendance at the project meetings, following recent local elections. PO informed the group that three political representatives from STC would be attending. Councillors chosen also provided political representation for all three local government partners. Each Councillor would be responsible for reporting back to their respective organisation, this arrangement should ensure minimal delays to the project in terms of organising meetings, and would help with coordination across the three councils.</p> <p>PO explained that all significant project decisions will continue to be ratified by STC Full Council with prior consideration by the Finance and General Purposes Committee and the Hub Project Board.</p> <p>The timing of the Hub meetings was discussed, it was agreed that these be held in advance of the Project Board meetings going forwards. Timeline more generally was discussed and further work will be undertaken to update this in due course once feedback had been received from the consultation team and architects.</p>	
<b>4. Update from Project Manager</b>	
JR informed that Pick Everard was continuing with design works. He noted that progressing both options in detail had cost implications in terms of professional fees. It was agreed that this matter be referred to the Project Board.	JR to refer to project board

<p>JR informed that surveys and technical advice were being pursued, including:</p> <ul style="list-style-type: none"> <li>• Theatre Consultants Charcoalblue had been appointed to provide design advice</li> <li>• Highways and transport, Pick Everard were undertaking surveys to inform a future Transport Assessment.</li> <li>• A ground contamination survey was being undertaken.</li> </ul> <p>JR informed that pre-application planning advice had now been received, this included the following:</p> <ul style="list-style-type: none"> <li>• Proposed theatre building in the new build option presented a large blank façade adjacent to the A26. Future development of the site needed to provide an active frontage.</li> <li>• Proposals should look to avoid a continuous vehicular route through the site.</li> <li>• The extension of the Yew Tree Road car park was a preferable option to increase parking capacity.</li> </ul>	
<p><b>5. Questionnaire</b></p>	
<p>JW presented the final community questionnaire that had been published. Further notification of the questionnaire survey was to take place shortly, including the distribution of a leaflet to all residential and business in Southborough and High Brooms. BJW informed that a company had been appointed to undertake the distribution of leaflets.</p> <p>JW shared 62 anonymised responses that had been received to date. Partners discussed the need for JW to give regular feedback on the questionnaire results during the survey period, so that all Councillors were informed as this work progressed.</p>	<p>JW and BJW to coordinate distribution</p> <p>JW to provide regular updates</p>
<p><b>6. Consultation</b></p>	
<p>The timescale and location for a public consultation on Hub masterplan options was discussed. It was agreed that this would follow an exhibition format and include sessions supported by professional staff. The consultation was being considered for a duration of 6 weeks, partners were conscious not to hold this predominantly within the August holiday period.</p>	<p>Partners to jointly progress</p>
<p><b>7. Risks</b></p>	
<p>DC asked about updates to the risk register. JW explained that clarification of the project timeline was of importance at the present time; he was currently preparing this and seeking to take account of revised project accountability.</p>	<p>JW to continue to maintain risk register</p>
<p><b>8. AOB</b></p>	
<p>JW informed that a collaboration agreement was being prepared between TWBC and KCC.</p> <p>JW advised that a full EQIA was required to support the project, he was progressing this matter.</p>	<p>JR and DC to progress</p> <p>JW to prepare EQIA</p>

<b>9. Date of next meeting</b>	
Date of next meeting to be confirmed.	