

# Southborough Hub Project Board

## Minutes – 06 October 2016

12:30 - 13:30

Cabinet room, KCC

### Attendees:

#### STC

Peter Oakford (sub)  
Brenda Wickens

#### TWBC

Cllr Lynne Weatherly  
Kevin Heatherington

#### KCC

Mike Hill (chair)  
Jonathan White  
Joe Reidy  
Brian Hirst  
James Pearson

### Apologies: Glenn Lester

		Action
1.	<b>Introductions</b>	
2.	<b>Minutes and actions</b> <ul style="list-style-type: none"><li>All actions complete and minutes were approved.</li></ul>	
3.	<b>Project build update</b> <ul style="list-style-type: none"><li>Purchase of Lloyds land is progressing well. The land is unregistered and Lloyds are having it registered. KCC anticipate completion of the land transfer by or before Christmas 2016.</li><li>Designs continue to be refined re various minor planning elements.</li><li>The proposal is to have an open book approach with planners to ensure an equitable position re S106 contributions and affordable housing. There is not anticipated to be any profit from the scheme.</li><li>Objections received to date are mostly in line with issues raised to date. Many are also non planning issues.</li><li>External finishes are to be conditioned and are subject to costs. Board members did feel it would be beneficial to ensure the best possible outcome once income from the residential land/GP surgery was known. If partners wished to put further funds in to the scheme it would be possible to use whatever materials were desirable including red brick potentially.</li><li>Further proposals will be worked up in due course.</li><li>Planning committee will either be 19 October or 9 November subject to TWBC planners and statutory consultees responding in time.</li><li>Brian Hirst is to join the team from the KCC Capital Projects side. He will slowly be taking over from Joe Reidy and is being brought in to deliver the construction side.</li><li>Parking matters regarding the 40 additional bays were discussed. STC have not yet discussed this formally but it would seem logical that TWBC should oversee this element in the future. IF that is the case then STC would be seeking 3 hours free on Saturday to assist the football club.</li><li>Various stakeholders have also been requesting that the previous overflow car parking be re-opened as part of the overall scheme.</li></ul>	

	<ul style="list-style-type: none"> <li>Planning committee issues were discussed. The Sport England objection was always anticipated as they have to stick within their confined policy guidance. The call in from the SoS is unlikely to be an issue. PO requested that <b>JW</b> undertake further work to see what if any further improvements could be offered. Board agreed it would be good to have Sport England on board if possible and officers will investigate further.</li> <li><b>JW</b> to hold dates in the diary for board members re planning committees.</li> </ul>	<p><b>JW</b></p> <p><b>JW</b></p>
<b>4.</b>	<p><b>FF&amp;E</b></p> <ul style="list-style-type: none"> <li>JP is setting up a sub group again to look into the FF&amp;E for the scheme.</li> <li>He will pull together the main clients including the GP and the Southborough Society to make sure the building acts as one.</li> </ul>	
<b>5.</b>	<p><b>Legal update</b></p> <ul style="list-style-type: none"> <li>Development Agreement to start shortly subject to planning.</li> </ul>	
<b>6.</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li><b>JW</b> to ensure draft release is ready on the positive outcome of the planning application.</li> </ul>	<p><b>JW</b></p>
<b>7.</b>	<p><b>Operations update</b></p> <ul style="list-style-type: none"> <li>Board discussed the latest proposals for the operations to be run by TWBC.</li> <li>There was a lot of sense in putting this in place prior to going out to the market.</li> <li>Board confirmed they would wish <b>JJ</b> to join the next Board meeting to discuss this element further and present proposals.</li> </ul>	<p><b>JJ</b></p>
<b>8.</b>	<p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>JR gave an update on the project costs which are on target.</li> </ul>	
<b>9.</b>	<p><b>Risk register</b></p> <ul style="list-style-type: none"> <li>Lloyds land, planning application, finances and operations to be updated.</li> </ul>	
<b>10.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>JW has secured the GP lease in their current facility following mediation between the partners.</li> <li>Further tenders will need to be sought following the successful outcome of the planning application.</li> <li>The risk register is a live document that is updated on a monthly basis and contains commercially confidential information that cannot be released. The project manager is happy to release a high level risk register if requested to do so, but this will take time to pull together given current capacity levels.</li> </ul>	