

# Southborough Hub Project Board

## Minutes – 07 December 2016

10:00 - 11:00

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

**Apologies: Glenn Lester, John-Jackson Almond, James Pearson**

		Action
1.	<b>Introductions</b>	
2.	<b>Minutes and actions</b> <ul style="list-style-type: none"><li>All actions complete and or picked up in the minutes</li><li>Apologies JJ on AL</li><li>Apologies GL work commitments, email sent confirming PO as sub</li><li>Apologies JP work commitments</li></ul>	
3.	<b>Project build update</b> <ul style="list-style-type: none"><li>A decision in principle is required by the board subject to all three parties confirming their internal governance procedures are completed successfully. The decision is that STC and TWBC request that KCC undertake the site clearance of 137 London Road, the Royal Victoria Hall and the toilet block and that STC and TWBC each pay for this work to be undertaken, subject to KCC confirming that it will repay this forward funding upon sale of the residential development, but only after it has paid back the £1M loan to purchase the Lloyds and Tesco land.</li><li>The project timeline will keep on track if the works are undertaken now and the inclusion of additional funds from partners is permitted under the collaboration agreement.</li><li>Site clearance is desirable now as it will give a higher likelihood of ground works being able to start in the summer which would lower the risk on the build and subsequently costs.</li><li>Momentum also needs to be kept up on the project to reduce associated costs and show that delivery is finally happening.</li><li>Legal advice suggests this approach is acceptable to KCC and TWBC. STC are requesting a formal letter setting out the proposal and suggesting that KCC give a date by which the funds will be repaid. KCC is not able to support this given that it only has a third of the vote and is therefore not in full control of the project and could be put at breach of its obligations by STC. Board suggested than a non-binding date could be put in to give STC some level of comfort of what timelines were anticipated. BW to</li></ul>	<b>BW</b>

	<p>have the letter drafted and sent to board members to agree. JW to ensure all partners agree and sign it.</p> <ul style="list-style-type: none"> <li>• The board agreed to proceed in principal on that basis, subject to final governance sign off and a formal decision would be taken at the next meeting following further details on costs.</li> <li>• TWBC are seeking to make their decision on the 21 Jan 2017; KCC is taking their decision on the 9 Dec 2016 and STC are seeking to take their decision on the 22 Dec 2016.</li> <li>• Demolition approved contract list has been agreed by KCC as this lowers costs and KCC will be going out to firms shortly. Contract will stipulate that works must allow ongoing safe use of the site by STC workmen and this is not considered to be an issue.</li> <li>• Further investigation is required to ensure the utilities are maintained for the workmen on the site.</li> <li>• BW considering moving the workmen. BW looking at whether the TWBC depot could be used. BW to determine best way forward.</li> <li>• Asbestos survey needs to be undertaken again as current STC asbestos survey was not intrusive and destructive and several elements/areas remain unchecked/untested.</li> <li>• Historical survey needs to be undertaken as part of discharging the planning condition and this has been instructed.</li> <li>• JW will instruct all works.</li> <li>• Procurement of architects – Project is at RIBA stage 3 design and needs to progress to RIBA stage 4 prior to works starting. Architect has advised of costs. Various options were discussed in terms of procurement and taking the project forward. Two options being considered with BH seeking further feedback before making a recommendation to the board.</li> <li>• BH to bring a paper to board showing the pros and cons of the different procurement and delivery processes. Specialist sub-contractors to be brought in to assist with various specialist areas. Board to make the decision on the architect going forward.</li> <li>• Architect to attend a board meeting in the future and subsequently LW/MH and architect to attend STC meeting to discuss way forward.</li> <li>• Residential land sale update: tenders out to agents for disposal of the land due back this week with marketing to commence in new-year.</li> <li>• Lloyds land update- target exchange date 23 December. Few legal issues still need to be resolved. Update on Lloyds building land and firm that has bought it.</li> <li>• Secretary of State has been advised of the planning application.</li> <li>• FA has received the updated pavilion design and has requested further enhancements which are being done in collaboration with the football club.</li> <li>• Ground works to the fields are being progressed with a topographical survey being undertaken and an agronomist is being brought on board. Initial discussions have suggested the potential to increase capacity on the existing pitches rather than ground works and further research is required on this element including costings and working with the football clubs to determine best way forward.</li> <li>• TWBC confirmed the additional contribution of funds towards paying for the pitch works.</li> <li>• STC is looking at decant options for the office requirements and this will</li> </ul>	<p><b>JW</b></p> <p><b>BW</b></p> <p><b>BH</b></p> <p><b>MH/LW/JW</b></p>
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	<p>be resolved shortly.</p> <ul style="list-style-type: none"> <li>• Timeline was circulated for discussion and start on site will depend on the contractors ability to start including, residential and NHS offers coming in on time and cost.</li> </ul>	
<b>4.</b>	<p><b>FF&amp;E</b></p> <ul style="list-style-type: none"> <li>• Phil Downing now undertaking this and further update to be brought to subsequent board meetings.</li> </ul>	
<b>5.</b>	<p><b>Legal update</b></p> <ul style="list-style-type: none"> <li>• S106 underway with initial draft complete.</li> <li>• Development Agreement to be drafted as part of RIBA stage 4.</li> <li>• Additional funding letter to be drafted by STC legal and circulated.</li> </ul>	
<b>6.</b>	<p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• JW to draft update in due course.</li> </ul>	<b>JW</b>
<b>7.</b>	<p><b>Operations update</b></p> <ul style="list-style-type: none"> <li>• JJ update is anticipated at the next board</li> </ul>	
<b>8.</b>	<p><b>Budget Update</b></p> <ul style="list-style-type: none"> <li>• JR confirmed spend to date.</li> <li>• KCC is finalising interim funding position to progress to RIBA stage 4.</li> <li>• Property to advise on level of funding required.</li> <li>• JW to discuss funding with Corporate Director and agree sign off.</li> <li>• VAT position with KCC remains unchanged and KCC remains fully able to put the project through its books.</li> </ul>	<b>JW</b>
<b>9.</b>	<p><b>Risk register</b></p> <ul style="list-style-type: none"> <li>• Hard copy tabled – JW has updated the risk register and removed the confidential items. Subject to circulating it to the project group for comment JW proposes attaching it to the Business Plan on the STC website. Board confirmed the approach.</li> </ul>	
<b>10.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Board requested that draft minutes of the board meetings be put out given the delay in otherwise uploading the minutes of the meetings.</li> </ul>	