

PADDOCK WOOD COMMUNITY CENTRE BOARD
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**MINUTES OF A MEETING OF THE COMMUNITY CENTRE BOARD on Thursday
23rd March 2017, in the Podmore Building, St Andrews Road, Paddock Wood
TN12 6HT at 7 pm**

BOARD MEMBERS: Cllrs Elizabeth Thomas, Chairman
David Henshaw, Derek Boyle

(Non voting members) Borough Cllr Lynne Weatherly (Portfolio member for
Communities & Wellbeing, TWBC)
Mr Kevin Hetherington (Head of Customers &
Communities, TWBC)

Working Party: Mrs Nichola Reay, (PWTC), Mr Jonathan White
(KCC/TWBC), Mr Andy Mackie (NP Group)

CB31 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 9th February 2017 were
APPROVED.

CB32 BUSINESS PLAN

Members received a copy of the revised Business Plan. The plan had
been updated and passed to the KCC project team to be checked for
robustness.

The size had been increased to 750m², and the figures had been
revised to take out the VAT – see decision reported in CB36 below.

The town council has budgeted £90k to date to help fund the project
and the anticipated fees required to reach RIBA stage 4 are £162k. As
the council cannot get into debt, additional funds need to be raised to
carry the project forward. JW advised that he was proposing to ask
that some of the section 106 funding for the new developments is
released as soon as possible to help with the funding.

The Board members agreed to accept option 1 in the Business Plan.

CB33 CONSULTATION UPDATE

(a) The questionnaire was distributed to all addresses in Paddock Wood.
A total of 182 forms were completed and returned. (A return rate of
4.9%.) Members agreed that a budget of £2500 should be allowed for
the evaluation of the forms.

(b) Community Engagement
AM advised that he had spoken representatives of U3A and was
looking for a suitable format for the engagement.

CB34

ARCHITECT PROCUREMENT

JW would forward the procurement plan to members for comment.

Invitation for Expressions of Interest had been published and ten architects had responded.

A brief for the architects will be worked up and agreed. The successful architects will be selected using a framework, and a fixed fee will be agreed for each of the RiBA stages

CB35

FINANCE

(a)

There had been no further expenditure since the previous meeting.

Cllr Boyle proposed, Cllr Henshaw seconded –

That the town council should be asked to release further £10k from its funds.

AGREED – the request would be put to the council meeting on the 18th April 2017.

(b)

Advice had been received from Kent Association of Local Councils regarding borrowing approval and details were circulated to members. KALC have advised that in view of the anticipated loan the following information would be required:

- costings of the project
- sketches/illustrations
- a business plan
- the report that was presented to the Council in order to secure the resolution to apply for borrowing approval
- how the loan will be repaid
- how much consultation has been undertaken with the residents examples of how residents have been kept informed of the project via website updates, parish newsletters, bulletins and any media coverage of the project

(c)

KH advised that there was a possibility of a £400k contribution from TWBC.

CB36

VHMC

Members of Paddock Wood Town Council considered the board's recommendation (CB25 see previous minutes) regarding a village hall management committee at its meeting on Monday 20th March 2017.

The board's recommendations were accepted.

CB37

SPORT ENGLAND

The PWTC Estates Committee had taken the decision not to continue maintain the cricket square due to the costs and minimal usage.

A robust case will need to be put to Sport England as to why the wicket was no longer in use.

CB38

DATE OF NEXT MEETING

The next meeting would take place on Thursday 27th April 2017, at 7 pm in The Podmore Building.

The meeting closed at 8.30 pm.

CHAIRMAN