

MINUTES OF COMMUNITY CENTRE WORKING PARTY  
TUESDAY 23<sup>rd</sup> January 2018 in the Podmore Building

PRESENT: Cllr M Flashman,  
Nichola Reay (PWTC), Jonathan White, (KCC/TWBC)  
Andrew Clarke (Frankhams) Mike Ridger, Andy Mackie (Local residents)

Apologies: Cllrs E Wilson

WP52 The minutes of the previous meeting were agreed as a true record. The following updates were given:  
Load testing for the tennis courts – costs were being sought but permission was required to remove some fencing to allow access. NR advised that so long as it was put back afterwards then that would be acceptable. **AC** to action  
JW advised that valuations would not be sought until the plans were further advanced.

WP53 PROJECT UP DATE  
PWTC had signed off the RiBA stage 1 report at its meeting on 15<sup>th</sup> January 2018.

In order to assist Town Council members it was agreed that a guide to various RiBA stages would be given to all members, setting out what each stage meant. **(JW)**

Town Council members would also be given a full update at each meeting along with costs to ensure everyone was fully briefed at all times.

**NR** was asked to obtain a report on title from the council's solicitors.

A discussion was had as to whether the pre-school element should be valued and offered on the open market. This would be put to the board at its next meeting, with a recommendation from the working party that it should be offered on the open market.

WP54 ARCHITECT'S UPDATE  
AC provided revised drawings based on the previous meetings discussions.

The following issues were discussed:

Location & size of the plant room – could it be made smaller, possibly located in the roof void. This would free up more usable ground floor space.

Car park spaces – the group expressed concern as to whether 46 spaces were sufficient. Discussions were had regarding current usage & the expected usage once the centre was built. Various layouts were looked at and it was agreed that the tennis courts could be rotated to fit

into the triangle of land to the rear. If this could be done they it would reduce the impact of the building on the field.

Usage of the car parks to be monitored. All members would note usage. **AM** would review weekend usage.

The usage of the tennis courts was also discussed – **AM** to contact Mascalls School to obtain usage figures and availability of the school courts.

A decision needs to be made regarding parking on the tennis courts or re-locating the courts. This matter would be put before the Board at its next meeting.

WP55

#### RISK REGISTER

Members agreed the draft risk register. This would be reviewed at each meeting. The risk register could be uploaded on to the website. A member of the town council would be asked to review the risk register, independently of the board & working group.

WP56

#### PROCUREMENT

KCC procurement had received expressions of interest for both the appointment of the Quantity Surveyor & Technical Manager. Contracts were being drawn up by KCC and applicants would be invited to tender for the work.

WP57

#### GOVERNANCE DOCUMENTS

The Town Council had revised the project's governance documents. A copy of the revised documents was attached.

User groups need to be contacted and invited to send a representative to join the working party. **(NR)**

Meetings would be held at 1.30 pm on the second Tuesday of every month.

The town council would approve membership at its 19<sup>th</sup> March 2018 meeting.

WP58

#### FINANCE

Members noted the current expenditure. **NR & JW** would meet to draw up a provisional costing for the project.

The town council has allocated £50k to the project in its 2018/2019 budget.

WP59

#### PUBLICITY

An article would be sent to the Contact Magazine for the next edition **(NR/MR)** along with a short item for the borough council's Local magazine.

It was agreed that a board should be erected at the site to promote the project & make residents aware. Planning permission would need to be obtained.

WP60

ANY OTHER BUSINESS

MF had a number of questions for information to be included in the Neighbourhood Plan. **AC** would provide the necessary information.

Next meeting to be held on 13<sup>th</sup> February 2018 at 1.30 pm.

DRAFT