

MEETING OF COMMUNITY CENTRE WORKING PARTY  
TUESDAY 29<sup>th</sup> August 2 pm in the Podmore Building

PRESENT: Mr J White, (TWBC). Mrs N Reay (PWTC) Mr A Clarke (Frankhams) Mr A Mackie & Mr M Ridger (Community representatives)

APOLOGY: Mrs K Groves (Community Representative)

JW welcomed the new members and each member introduced themselves.

A contact list would be drawn up for all members (AC/NR)  
Governance – all instructions to Frankhams to be issued via JW

WP25 Members noted the minutes of the previous meeting

WP26 Project update

(a) Since the last meeting 2 new members had been appointed to the working party – Mike Ridger & Kay Groves. Although unable to be a full member of the working party Eileen Wilson had offered to assist with fund raising as and when required.

(b) Frankhams Consulting had been appointed as architects and had had an introductory meeting with the town council

(c) JW advised the following – looking for the main tenant to be a nursery Business plan to be updated. AC had visited the site already so no need to arrange site visit.

A copy of the architect's brief was to be forwarded to KG & MR  
(NR)

The master plan would include the site of the police houses. Tender documents for the Quantity Surveyor to be drawn up & TWBC would be asked to carry out the procurement process. (JW)

The QS would be needed at RIBA stage 2.

Members also discussed the possibility of a bar/café and the expectations of such a facility.

WP27 Architects

AC distributed consultation questions to members of the working group for feedback. These questions would need to be discussed with various user groups. (All)

Decibel numbers required for partition walls (JW)

Archaeological comments required by AC. (NR)

Discussed BIM (3d modelling) it was not intended to use it.

BREEAM – whilst it is intended to enter in the spirit of BREEAM – it is not proposed to use the standards as that can limit grant funding (BREEAM = Building Research Establishment Environmental Assessment Method)

AC needs the contact number for Building Control (JW)

Community engagement – Saturday morning in Commercial Road

JW to check with Kent libraries for permission to set up a stand outside their premises. (JW)

Following questions to be asked of passersby –

What should be in the CC?

Do you agree with the costs?

A flier with basic information to be handed out. To be arranged ASAP

Ecological Survey to be sent to AC (NR)

Change control record sheet is required (AC)

An educational statement will be required – discussion with Scallywags needs to be brought forward (NR)

External requirements –

Parking – use of tennis courts. AC asked if any loading tests had been done.

Fire Risk assessment will need to be done – sprinklers not to be installed

No highways assessment has been carried out – need to contact Vicki Hubert @ KCC (AC)

Topographical survey to be sent to AC (NR)

Room data sheets to be forwarded to AC (NR)

Sport England should be consulted at the earliest opportunity.

MR advised that he was in contact with the local rep and would speak to him. (MR)

The employment of a premises manager had yet to be decided.

WP28

Legal update

Awaiting the return of the signed contract with Frankhams

Need to discuss an agreement to lease if Scallywags are to be a tenant

WP29

Communication and Consultation

(a)

The questionnaires had been analysed by MMRI and the result published.

(b)

The town council was keen regular updates on how the project was progressing should be published. There was still a perception that some members of the public were unaware of the project. It was agreed that the email addresses gathered when the questionnaire was distributed should be collated.

Residents should be kept updated as to what was going on?

MR suggested that he and KG should talk and arrange to write updates for the Town Crier etc as representatives of the community (MR/KG)

U3A were keen to be consulted as they are a large group. It was

agreed that representatives (AM, MR & AC) of the working Party should meet with them. (AM to arrange)

WP30

Operations

The building is likely to be passed to a Village Hall Management Committee in the future. This will need to be setup before the project completes to ensure that no VAT is payable.

- WP31 Budget
- (a) Additional funds need to be released by the Town Council (NR)
- The current balance of released funds is £5780.
- (b) The borough council had offered a contribution towards the costs of the community centre in return for enabling land transfers. A valuation of the Day Centre lease had been carried out. The town council did not feel able to agree to the land transfers at this point in time.
- WP32 Update Risk Register
- WP33 Any other business.  
Design team meetings would be held in Sidcup.  
A schedule of meetings needed to be drawn up (AC)

The meeting closed at 4.20 pm.