

**PADDOCK WOOD COMMUNITY CENTRE BOARD**  
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**MINUTES OF A MEETING OF THE COMMUNITY CENTRE BOARD on Monday  
26<sup>th</sup> February 2018, in the Day Centre, Commercial Road, Paddock Wood at  
7.30 pm**

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PRESENT: PWTC Cllrs E Thomas, Cllrs D. Boyle, C. Williams  
Borough Cllr L Weatherly, Kevin Hetherington (TWBC)  
Mrs N Reay (town clerk) Mr J White (TWBC)

**CCB53 MINUTES OF THE PREVIOUS MEETING**

- (a) The minutes of the previous meeting were APPROVED.
- (b) The minutes of the working party meetings held on 12/12/17 & 23/01/18 were NOTED

**CCB54 PROJECT UPDATE**

- (a) The Town Council had signed off the RIBA stage 1 report.
- (b) Legal – the council's solicitor had completed the report on title for the Memorial Field, and had advised that there are no legal reasons why the project cannot go ahead. A copy of the report will be circulated to all members of the town council. **(NR)**
- (c) Mini competition to appoint the Quantity Surveyor & Technical Project Manager – the project manager had forwarded the paperwork for the mini competition and it is currently being reviewed by Mike Ridger, from the working group. The clerk was asked to forward a copy of the paperwork to all members of the working group. **(NR)**
- (d) Governance Documents – the Town Council has recently reviewed the governance of the group and agreed that the working group should be increased. Letters were sent to local organisations inviting them to put forward a representative to join the group. To date 4 names have been put forward and the town council will approve the new membership at its meeting on the 19<sup>th</sup> March. Due to the increase in numbers the Wesley Centre has been booked for meetings from the 10<sup>th</sup> April, 2018.
- (e) The risk register had been circulated to all members of the town council for information. Members asked for a definition of risks and an inclusion of amber & green in the grid **(JW)**
- (f) It is proposed to apply for planning permission to erect a sign at the Memorial Field to inform residents that it is the site of the site for the proposed new community centre. **(NR)**

**CCB55 DRAFT PLAN**

A copy of the RIBA Stage 2 draft plan was attached for member's to comment on and approve. The following points were raised & discussed:

- The tennis courts had been re-designed on the site & were now compliant with current standards. The load testing had been carried out and the results awaited. Once that had been received a decision could be made as to whether the courts could be used for overflow parking.
- On the advice of Kent Highways one pine tree at the entrance to car park would need to be removed. The entrance needs to be double width. Members discussed whether it would be realistic to share an entrance with the police site. However there are trees in front of the police houses as well.
- Parking had been increased to 60.
- It was agreed that some of the parking spaces should be grasscrete
- The toilets had been moved within the building
- The plant had been relocated to the roof.
- There was potential to expand the building at either end

It was agreed that the plans could be submitted to the town council for comment. After feedback had been taken into consideration, a further public consultation will take place, subject to the QS confirming that capital costs are in line with expectations. The Architect would be asked for the RIBA stage 2 report to submit to the council for approval.  
(JW)

CCB56

#### **FINANCE/CASHFLOW**

The clerk had spoken to the Dept of Housing, Communities & Local Government regarding the borrowing approval. The following will need to be submitted with the application before approval is given:

- An affordability plan
- Evidence of a householders survey in support, if the council intends to increase the precept
- The business case for the community centre
- Basic costings & QS figures
- The council also needs to be aware that the borrowing approval will only last for 12 months. If it is likely that all the funds will not be drawn down in the 12 month period then stage approval will be required. As a result of this time frame permission should not be sought until after planning permission has been granted.

CCB57

#### **PRE-SCHOOL UPDATE**

The clerk & deputy clerk had met with another pre-school provider in Paddock Wood who had expressed interest in the pre-school element of the centre.

CCB58

#### **ANY OTHER BUSINESS & DATE OF NEXT MEETING**

The next meeting will take place on Monday 26<sup>th</sup> March between 7 & 8 pm, in The Day Centre.

CHAIRMAN