

MEETING OF COMMUNITY CENTRE WORKING PARTY
Tuesday 13th March 2018 at 11 am in the Podmore Building

- PRESENT: Cllr M Flashman,
Nichola Reay (PWTC), Jonathan White, (KCC/TWBC)
Andrew Clarke & David Morriss (Frankhams) Mike Ridger, Andy
Mackie (Local residents) Cllr E Wilson
- WP61 A guide to the RIBA stages had been sent to all town council members for information.
A count was being kept of car park usage during the day time. There are normally 4 – 8 cars in the car park during the day.
AM advised that there were 4 tennis courts at Mascalls school, but they were not used as there are no nets. They would be willing to consider community use if nets were provided. However, the preference would be to keep the tennis courts adjacent to the community centre.
- WP62 **PROJECT UP DATE**
The architect, Andrew Clarke, has advised that he will be leaving Frankham's shortly, and introduced David Morris who will be taking over the project.

The report on title had been completed and a copy is attached for information. There are no legal obstructions to the community centre being built at the Memorial Field

The load testing had been carried out on the tennis courts which indicated that the depth was insufficient to park cars on.
- WP63 **ARCHITECT'S UPDATE**
The attached plans had been reviewed by the Board and approval given for them to be submitted to the town council at the next meeting. Concerns were expressed about the possible removal of one of the trees adjacent to the entrance. KCC Highways had advised that the tree would need to be removed to allow for cars to pass in the entrance.
DM would review the entrance to see if there was a solution.
- WP64 **RISK REGISTER**
The risk register had been reviewed by the Town Council and further detail would be added to make the risk categories clearer.
- WP65 **PROCUREMENT**
The tender documents for the QS had been sent out and tenders were due to be opened on Monday 19th March. The winning tender would be taken to the town council meeting that evening for approval. The appointment of the Project Manager was ongoing.

- WP66 GOVERNANCE DOCUMENTS
Three local groups have put forward names for the working party. These would be approved at the next town council meeting. Due to the increased size of the group the Wesley Centre has been booked for meetings.
- WP67 FINANCE
Members noted the attached cashflow documents (confidential)
- 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 householder's 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.
- WP68 PUBLICITY
The following actions have been taken:
- An article had been published in the recent Contact Magazine.
 - An article has been submitted to the Local Magazine, which is delivered to every address in the town by TWBC.
 - The deadline for the Town Crier is 14th March and an article has been drafted for submission.
- Further public engagement would take place after Easter and **EW** agreed to take the lead on this.
DM agreed that a presentation could be produced and a drop in event would be arranged.
NR would forward contact details of groups to **EW**.
- WP69 BUSINESS PLAN
Members noted the attached Business Plan (confidential)
- WP70 ANY OTHER BUSINESS
There was no further business.

WP71

FUTURE MEETING DATES

All meetings will be held in the Wesley Centre unless otherwise notified.

MEETING DATES	MEETING TIMES
Tuesday 10 th April 2018	1.30 pm
Tuesday 8 th May 2018	1.30 pm
Tuesday 12 th June 2018	1.30 pm
Tuesday 10 th July 2018	1.30 pm
Tuesday 14 th August 2018	1.30 pm
Tuesday 11 th September 2018	1.30 pm