

MINUTES OF A MEETING OF COMMUNITY CENTRE WORKING
PARTY

Tuesday 10th April 2018 at 1.30 om in the Wesley Centre,
Commercial Road, TN12 6DS.

PRESENT: Cllr E Wilson, in the Chair
Nichola Reay, (PWTC clerk), Jonathan White (TWBC),
David Morriss (Frankhams). Andrew Stanley, Mike Ridger,
Fred Lemont, Andrew Mackie (Community Representatives)

APOLOGIES; Cllr Mrs M Flashman & Sarah Woodcock

WP72 The minutes of the previous meeting were agreed.

WP73 PROJECT UP DATE

JW reported that The Quantity Surveyor had been appointed. However, due to the Easter Holidays he was not available to start work until 16th April 2018. The contracts needed to be signed. The RIBA 2 report cannot be submitted to the town council for approval until the costings had been received. It is hoped they will be available for submission to the town council at the May meeting.

stage

Banners had been installed on the Memorial Field advising residents that it was the site of new Community Centre.

WP74 ARCHITECT'S UPDATE

DM advised that he had managed to reduce the floor area to try to bring it back in line with the original brief. Although it is still over.

The following amendments had been made:

RE-align the entrance to the nursery school

Reduce the reception area so that there was an opening window into the town council office.

Reduce the reprographics area in the Town Council office

Reduce some of the circulation space

The group discussed ways in which the floor space could be reduced.

Quotes were being sought from three arboriculturist's to have a tree survey carried out. It was hoped to avoid having to remove the tree adjacent to the site entrance.

DM asked about how the halls were to be cooled. It was agreed that the costs of mechanical cooling should be obtained. Heating options would also be supplied.

WP75 RISK REGISTER

Cllr Williams had asked to meet with **JW & NR** to review the risk register

- WP76 **PROCUREMENT**
JW advised that the technical manager had not yet been procured. This would happen after RiBA stage 3.
- WP77 **GOVERNANCE DOCUMENTS**
The town council had approved the 3 new members of the working party.
- WP78 **FINANCE**
NR advised that the town council had allocated a further £50k to the project for the 2018/2019 budget. Expenditure to date was £36,881.
- WP79 **PUBLICITY**
Cllr Wilson advised that she was planning a publicity event for the 25 April 2018. DM suggested it might be best to wait until the QS had some draft figures. However following a discussion it was agreed that the event should go ahead.
- The event would take place in the Day Centre between 6 & 8 pm. **JW** was asked to produce a “FAQ” sheet for the event.
- NR** would produce posters and publicise the event. It was agreed that the outline of the centre should be marked out on the field to show resident amount of field to be used. **MR** to arrange – town council estates staff to assist. This would be done so that the markings were visible the weekend prior to the event.
- WP80 **BUSINESS PLAN**
There were no updates for the business plan.
- WP81 **ANY OTHER BUSINESS**
- WP82 **FUTURE MEETING DATES**
All meetings will be held in the Wesley Centre unless otherwise notified.

MEETING DATES	MEETING TIMES
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