

MEETING OF COMMUNITY CENTRE WORKING PARTY  
Tuesday 12<sup>th</sup> June at 1.30 om in the Wesley Centre,  
Commercial Road, TN12 6DS.

PRESENT: For PWTC: Cllr E Wilson, Mrs N Reay, Clerk  
Community members: M Ridger, F. Lemont, A. Mackie  
S. Woodcock

APOLOGIES: Mr J White (TWBC), A. Stanley. D.Morriss (Frankhams)

WP89 The notes of the previous meeting were agreed.

WP90 PROJECT UP DATE

The town council would be reviewing the Governance structure at its next meeting. The existing structure allowed for the vice – chairman of the council to chair the working party. However, the new vice chairman of the council was Cllr Williams who was also a member of the board in her role of Chairman of the Planning & Environment Committee.

The group discussed the following:

- Size of Café – a detailed letter had been sent from a local caterer with suggestions regarding the catering provision. This would be forwarded to all members. **AM** would contact a local provider for further information. Youth organisations were keen on a café & young person's space.
- Could have drop in centre for small businesses
- Low cost meeting spaces
- Need to keep office space flexible
- Concerns about the amount of space dedicated to the nursery
- The West Kent Clinical Commissioning Group was looking to deliver services more locally – could there be a opportunity to have services in the centre
- Still concerned about the potential loss one tree

The town council would be considering the RiBA stage 2 report at an extra meeting of the town council at 8 pm 12<sup>th</sup> June.

Once the Council has approved the report the project will move onto RiBA stage 3 which will cover the following:

RIBA stage 3 – Developed design

Designs refined (elevations, exterior look and feel, doors, windows, structural information, building systems, significant input from PWTC)

QS to confirm costs and project confirms programme

Update business plan with latest information (ensure revenue position)

Consult with public

Start drafting agreements for lease  
 Submit to planning  
 Agree loan from PWLB

The costs of RiBA stage 3 will be as follows:

EXPENDITURE	ESTIMATED COSTS
Geotechnical / SI - Phase 1 Preliminary Risk Assessment and Phase 2 Intrusive Ground Investigation Survey & Report	£6,250
Background Noise Survey & Report	£1,250
Flood Risk Assessment	£2,500
Arboriculture Survey & Report	£1,250
Air Quality & Background Air Pollution Report	£1,250
Traffic Assessment Report	£5,000
Architect fees	£28,005
Planning Fees (Town/Parish Councils receive a 50% reduction)	£2,500
<b>TOTAL FOR RiBA stage 3</b>	<b>£48,005</b>

WP91 COMMUNITY ENGAGEMENT & PUBLICITY  
 Attendance is planned at the following events:  
 Paddock Wood Primary School Fair Sat 24th June  
 Paddock Wood POTS Charity Football Match Sat 30th June  
 Paddock Wood Carnival Sat 13th July  
 Church Family Event – 26<sup>th</sup> August

The boards would also be taken to the U3A meeting on the 12<sup>th</sup> July  
**(MR/FL)**

WP93 FUTURE MEETING DATES  
 All meetings will be held in the Wesley Centre unless otherwise notified.

MEETING DATES	MEETING TIMES
Tuesday 10 <sup>th</sup> July 2018	1.30 pm
Tuesday 14 <sup>th</sup> August 2018	1.30 pm
Tuesday 11 <sup>th</sup> September 2018	1.30 pm