

MINUTES OF A MEETING OF THE COMMUNITY CENTRE  
WORKING PARTY

Tuesday 14<sup>th</sup> August at 1.30 pm in the Wesley Centre,  
Commercial Road, TN12 6DS.

PRESENT: From PWTC:  
Cllr E Wilson, in the chair, Cllr R. Moon, Mrs N Reay (Clerk)  
Local representatives:  
Mr M Ridger, A. Stanley, A Mackie  
Frankham Associates:  
Mr D Morris

IN ATTENDANCE: Cllrs S. Hamilton, C. Williams  
Mrs S Wadsworth

APOLOGIES: From TWBC  
Mr J White,  
Local Representatives  
Mr F Lemont, Miss S Woodcock

WP108 NOTES OF THE PREVIOUS MEETING

The notes of the previous meeting were agreed with the following additions:

There had been a discussion regarding the possible removal of a tree and the size of the café.

A copy of the minutes of the recent board meeting were attached for members information.

WP109 ARCHITECTS UP DATE

A copy of the notes from Linda Read who attended the previous meeting were attached for members information. These had also been copied to the architect. The following issues were discussed:

**COSTS**

**DM & JW** had been in discussion with a developer on how to reduce costs. The costs put forward by the QS (although erring on the side of caution) were higher than anticipated. ~The initial construction idea was to have a steel frame with brick building. The developer had suggested a timber construction which could be made in panels off site. Once installed on site the panels would be clad in either a timber or laminate material, which looked like timber. The inner skin would be block work. (DM showed members samples of cladding material) This type of construction would result in a 20% reduction in costs.

However, the disadvantages would be that it would not be so adaptable in the future. Using the traditional steel frame and brick work would mean that the interior could be re-configured in the future if required. The timber frame construction could not be adapted once it had been built.

Costs would be in the region of £2.1 m, including re-aligning the tennis courts.

**DM** advised that a decision was needed as to what type of construction would be required.

He would forward some photographs of a completed building with the cladding. However, Members agreed that they favoured the more traditional build as it would be more flexible & future proof.

#### KITCHEN

The group discussed how the kitchen/café area would function. A café had been identified at a requirement along with a kitchen suitable for external caterers to use. Hirers could be put off if they had to use an “in house” caterer. Potential problems allowing dual use were discussed. A second kitchen would not be practical due to costs.

how It was agreed that visits to other facilities should be arranged to see they had overcome the problem. Crowborough, Aylesford, Langton Green & Platt Community Centres were suggested as possible places to visit. **(EW)**

#### PARKING

**JW** had contacted the Trees Officer at TWBC who had advised that he would be reluctant to allow the removal of the plane tree as had been proposed in one of the plans to improve access. The Planning Officer concurred with this comment. A total of sixty-five parking places are required.

parking. Two revised options were put forward (attached)  
The group recommended that option 4 should be put forward to the board. This would give 59 parking bays, 6 disabled bays & cycle

**EW** asked if the cycle bays could be put closer to the building.

#### WP110 COMMUNICATIONS UPDATE

- (a) **EW** put forward a report on the recent public engagement events. There would be one more event, which will take place on Saturday 25<sup>th</sup> August on the Memorial Field.
- (b) The revised Communication Strategy was agreed and would be put forward to the board for approval.
- (c) The attached press release had been sent to the Town Crier & will be forwarded to all those on the mailing list.
- (d) A1 sized copies of the attached plan have been ordered to be placed on the Memorial Field – a FAQ sheet will also be placed alongside the plan.

#### WP111 DOCUMENT REVIEW

- (a) Risk Register – the only issue raised was that costs are increasing.

- (b) Equalities Impact Assessment – DM explained that there are two documents which regards to equality. There are the statutory building regulations, which must be adhered to. The other document is an advisory notice (BS8300) It is recommended that these standards should be applied where possible, subject to costs. The inclusion of the standard could increase costs by up to 10%.

The group agreed they would look at what had been included in other centres when visiting.

The access officer at TWBC would also be asked for his comments.

WP112 FINANCE  
Members noted the attached expenditure to date.

WP113 MEETING TIMES

MEETING DATES	MEETING TIMES
Tuesday 11 <sup>th</sup> September 2018	1.30 pm
Tuesday 9 <sup>th</sup> October 2018	1.30 pm
Tuesday 13 <sup>th</sup> November 2018	1.30 pm
Tuesday 11 <sup>th</sup> December 2018	1.30 pm
Tuesday 8 <sup>th</sup> January 2019	1.30 pm
Tuesday 12 <sup>th</sup> February 2018	1.30 pm

The meeting closed at 3.45.