

**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on
Wednesday 22nd September 2020 VIA ZOOM AT 6.30pm**

PRESENT: Cllr M Flashman, in the Chair,
Cllr C Williams
Mrs N Reay (Town Clerk) Mr J White (Project Manager)
Mrs D Haylett (TWBC Head of Facilities & Community Hubs)

APOLOGIES: Cllr Derek Boyle, BC C Mackonochie

CCB66 **MINUTES OF THE PREVIOUS MINUTES**

The minutes of the meeting held on 2nd September 2020 were APPROVED

CCB67 **PROJECT UPDATE**

- a) The PCSA had been signed by both the Chairman and the Town Clerk. A copy had been returned to Baxalls and a copy has been retained by the Town Council.
- b) The Working Party had met with the members of Baxalls Team and discussed how the project would progress. A copy of the Power Point presentation had been circulated to all members and will be uploaded onto the Town Council Website. A discussion had been held as to how the building could be value engineered.
Baxalls had invited three members of the working party to join the design team. The Town Council had appointed the Town Clerk and Cllr Ridger to the team and asked that a member of the WP, who did not have a conflict of interest, should also be appointed. Cllr Williams would approach them. The first meeting was scheduled to be held week commencing 28th September 2020, and will be weekly thereafter.
The purpose of the meetings was to ensure that the design reflected the needs of Paddock Wood. However, the current designs were over budget and would need to be revised.
- c) Permission has been obtained to place display boards in the library for publicity.
- d) Project Manager's update
- It was intended that planning permission would be submitted on the 27th November. The council will be asked to approve the revised plans prior to that date. A decision should be made by 12th March 2021.
 - A further decision will be required from the Council to, enter into the build contract.
 - The business case would need to be updated to reflect the funding changes – see below. This would be reported to the October Town Council meeting.

CCB68 **FUNDING**

The Town Council had rejected the Borough Council's offer of £400,000 towards the project in return for amendments to the Day Centre Lease. The Council had resolved to increase the PWLB funding instead. The Project manager will amend the business case to reflect the change of funding.

CCB69 **FUTURE MEETINGS**

It was previously agreed that the number of board meetings would need to increase. The board normally meets on the first Wednesday of the month. Proposed future dates are as follows:

7th October 21st October 4th November 18th November 2nd December

This should take the project to the end of the design period and can be reviewed at that point.

It is also agreed that the meetings revert to 7 pm.

The meeting closed at 7.30 PM

CHAIRMAN