

COMMUNITY CENTRE REPORT  
Full Council Meeting – 19th October 2020  
Agenda Item C66

a) On the 28<sup>th</sup> July 2020, the Paddock Wood Town Council entered into a pre-construction services agreement (PCSA) with Baxalls Construction. (see minutes 28<sup>th</sup> July 2020 Item C34) for the new community centre.

The plans drawn up by the architects had proved to be over budget so Baxalls design team are working with the working group to see how the costs can be reduced but still deliver the community centre the town needs & deserves. The Town Council had previously asked the board to improve on costs through the procurement process. (see mins 24h February 2020)

The Baxalls Design team meet with representatives of the Working Party every week, and to date two meetings have been held. Following on from the meeting a revised presentation and minutes are circulated to all members of the working party who then give feedback. The minutes and evolving plans are also circulated to all councillors and regular updates will be put on the website. These updates will be signposted using social media and the Town Council notice boards. Updates will also be sent to local groups who will use the building. It is anticipated that this process will last 8 weeks.

The board is meeting fortnightly to oversee the process.

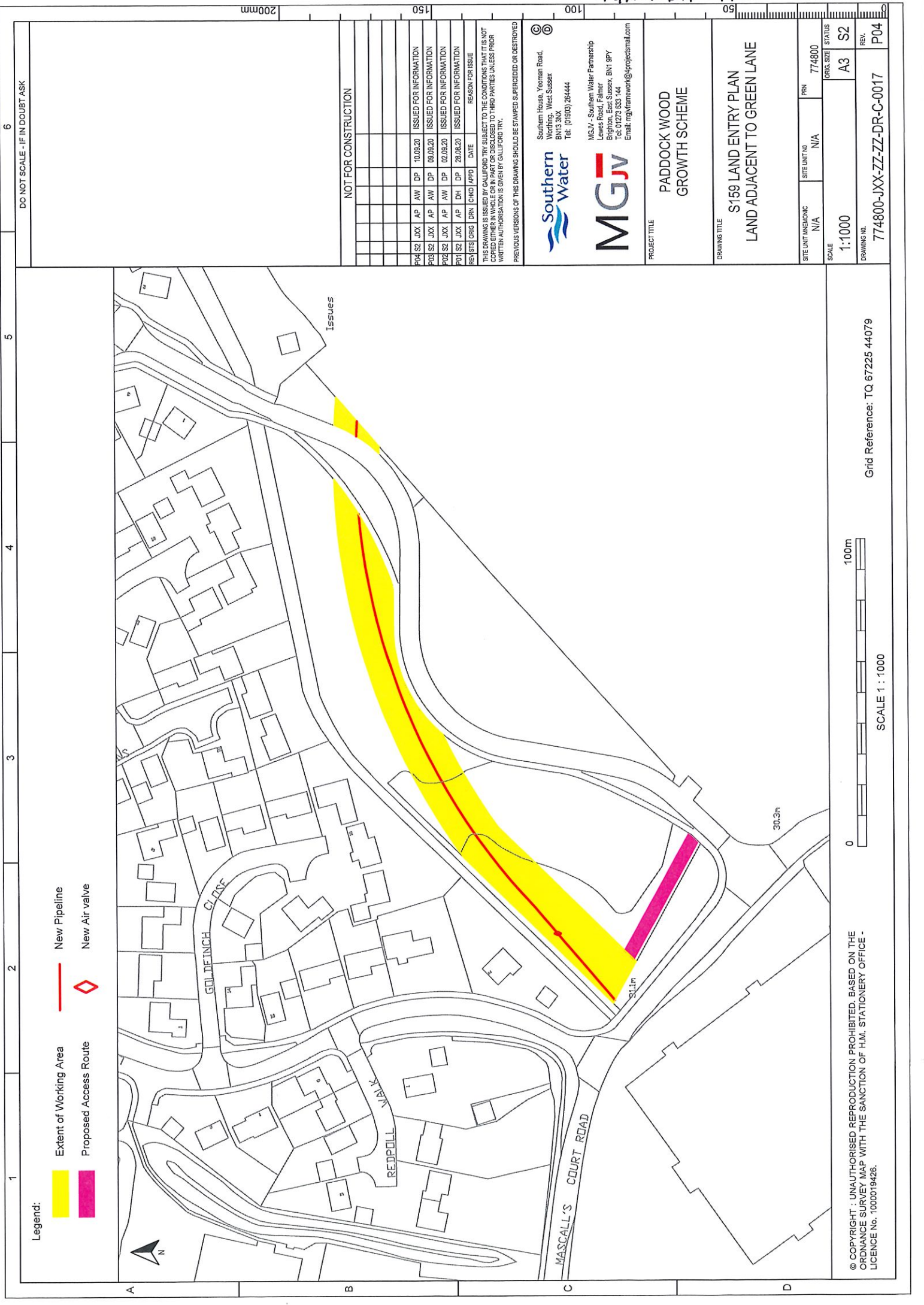
The following discussions have been had so far:

- The pre-school has been removed from the east side of the building and moved to the north side. This will result in a squarer building rather than a long narrow one and will lessen the impact on the field.
- The parking layout and surfacing is being reviewed. Increased use of grasscrete is being considered.
- The halls will still open out onto the field on the south side and the designers are working to ensure the three halls can still open into one large hall with a capacity for 300 seats – the costs of retractable seating are being sought.
- The toilets have all been located down the central aisle along with office space.
- The kitchen and café space is also being worked on to allow for a number of different options. eg commercial or community café, community kitchen for events
- The possibility of including some vending machines for when the café area is closed is also being looked at
- The secondary energy building which was at the entrance has been removed and all plant & equipment brought into the main building
- The inclusion of air conditioning is being reviewed as it is intended to make the building as sustainable as possible. More cost effective & sustainable methods of ventilation are being looked at.

A further meeting of the design team will take place on Thursday 15<sup>th</sup> October 2020 and an update from that meeting will be given to members.

b) An updated copy of the business plan is attached for members information. This reflects the above information and the council's decision to increase the loan from the PWLB rather than renegotiate the lease for the Day Centre, with the Borough Council, in return for £400K towards the project. (minutes 21<sup>st</sup> September 2020 C54) The Business Case can also be found on the Town Council website [www.paddockwood-tc.gov.uk](http://www.paddockwood-tc.gov.uk).

NICHOLA REAY  
Clerk to the Council  
13<sup>th</sup> October 2020



- Legend:**
- Extent of Working Area
  - Proposed Access Route
  - New Pipeline
  - New Air valve

DO NOT SCALE - IF IN DOUBT ASK

NOT FOR CONSTRUCTION

REV	DATE	REASON FOR ISSUE
P04	10.09.20	ISSUED FOR INFORMATION
P03	09.09.20	ISSUED FOR INFORMATION
P02	02.09.20	ISSUED FOR INFORMATION
P01	28.08.20	ISSUED FOR INFORMATION

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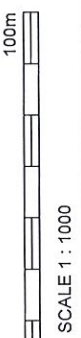
**Southern Water**  
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PROJECT TITLE  
**PADDOCK WOOD GROWTH SCHEME**

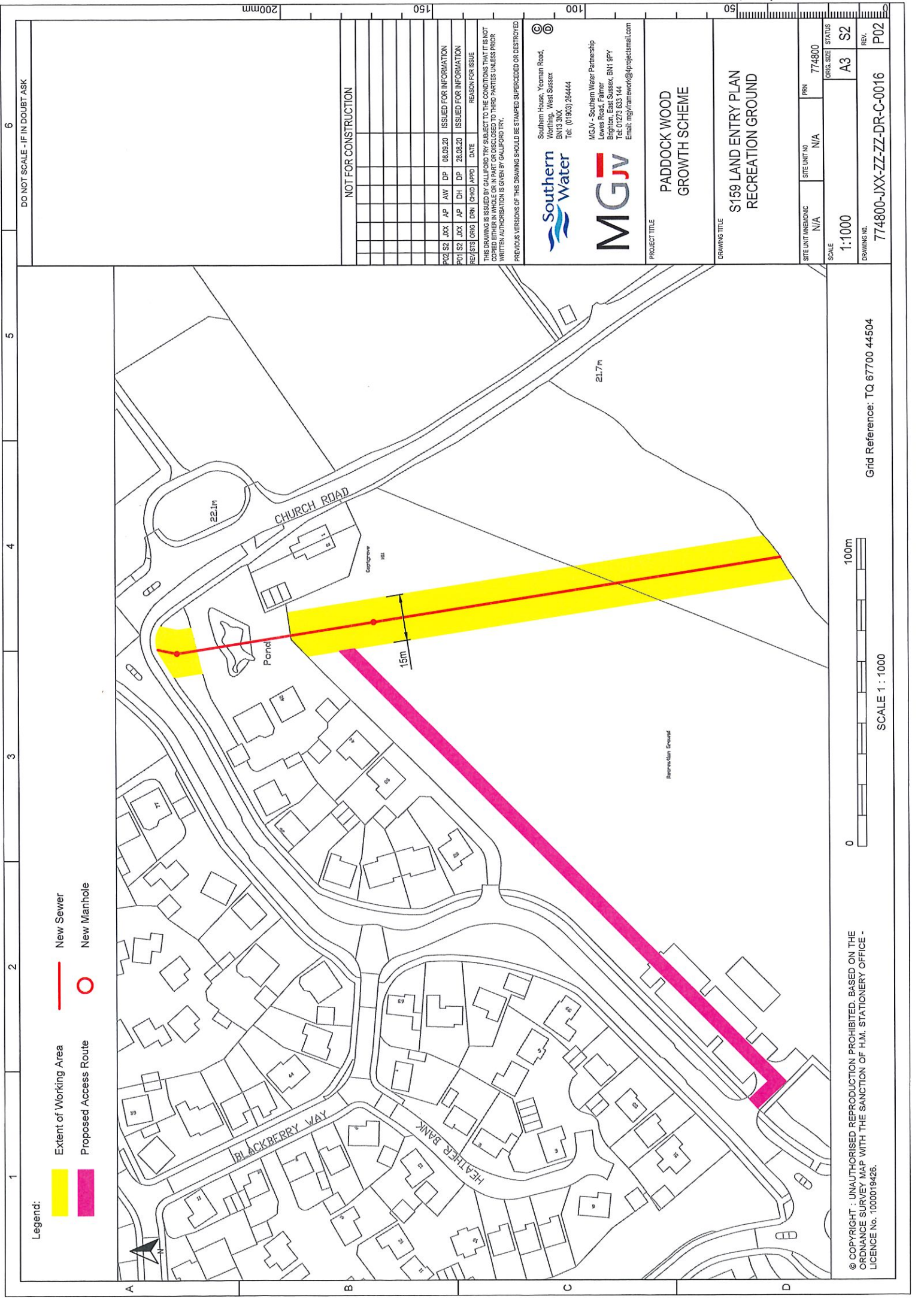
DRAWING TITLE  
**S159 LAND ENTRY PLAN  
LAND ADJACENT TO GREEN LANE**

SITE UNIT MENTIONED	N/A	SITE UNIT NO	N/A	FRN	774800
SCALE	1:1000	ORIG. SIZE	A3	STATUS	S2
DRAWING NO.	774800-JXX-ZZ-ZZ-DR-C-0017				
REV.	P04				



Grid Reference: TQ 67225 44079

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- Legend:**
- Extent of Working Area
  - Proposed Access Route
  - New Sewer
  - New Manhole

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PO2 SZ	JXX	AP	AW	DP	ISSUED FOR INFORMATION	
PO1 SZ	JXX	AP	DH	DP	ISSUED FOR INFORMATION	
REV(S)	CRG	DRN	ENHD	APPD	DATE	REASON FOR ISSUE

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PROJECT TITLE  
**PADDOCK WOOD GROWTH SCHEME**

DRAWING TITLE  
**S159 LAND ENTRY PLAN RECREATION GROUND**

SITE UNIT MEDIANIC	N/A	SITE UNIT NO	N/A	PRN	774800
SCALE	1:1000	CRG. SIZE	A3	STATUS	S2
DRAWING NO.	774800-JXX-ZZ-ZZ-DR-C-0016	REV.	P02		



SCALE 1 : 1000

Grid Reference: TQ 67700 44504

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# PADDOCK WOOD TOWN COUNCIL

# Covid-19 Risk Assessment

18<sup>th</sup> May 2020

Version:	Date Approved:	Review Date:
1.0	May 2020	October 2020
2.0	October 2020	

## 1. Introduction

### 1.1. Risks

This is a high-level risk assessment for the Council to highlight key area of risk where the Town Council has full or partial responsibility for managing or mitigating risk. The Town Council's aim is to manage risks in a thoughtful and realistic manner. Since resources, such as staff and Members time, are limited it is necessary to set priorities.

## Risk Assessment

Item	Hazard	Existing Internal Controls	Further mitigation required	Action By Whom	Action by When
1.	Ordinary Council Meetings – unable to comply with government restrictions on social distancing imposed on 23 March 2020. Meetings to be held Virtually using Zoom	<ul style="list-style-type: none"> <li>• Cancellation of all face to face meetings until government guidance changes</li> </ul>	All council meetings still be held using Zoom as per NALC guidance	Clerk	Ongoing
2.	Annual Town Meeting – unable to comply with government restrictions on social distancing imposed on 23 March 2020	<ul style="list-style-type: none"> <li>• Notice of cancellations on notice board, Facebook and website</li> </ul>		Clerk	May 2020
3.	Annual Council Meeting – unable to comply with government restrictions on social distancing imposed on 23 March 2020	Government legislation allows for the postponement of the Annual meeting until 2021			May 2020
4.	Council office staff unable to comply with social distancing regulations, danger of illness	<ul style="list-style-type: none"> <li>• Office closed to the public – except by appointment</li> <li>• Office staff working normal hours in the office</li> </ul>	<ul style="list-style-type: none"> <li>• Sufficient space to observe 2 m distance in office</li> <li>• Additional cleaning of surfaces hand gel provided at door</li> </ul>	Office staff	Ongoing

Item	Hazard	Existing Internal Controls	Further mitigation required	Action By Whom	Action by When
5.	Grounds staff – unable to comply with social distancing whilst working	<ul style="list-style-type: none"> <li>• PPE supplied</li> <li>• Guidance on handwashing and use of PPE</li> <li>• Assessment and consideration of what tasks can be undertaken safely</li> <li>• Regular telephone briefings to check on staff welfare</li> <li>• Sports pitches now have limited opening for use of toilet only</li> <li>• Playgrounds re-opened July 2020</li> <li>• Staff to work individually where safe to do so</li> </ul>	<ul style="list-style-type: none"> <li>• separate risk assessment for office drawn up</li> <li>• Clerk to remain in regular contact with Estates manager</li> <li>• Risk assessment carried out for all play areas to be kept under review</li> <li>• Workshops to be cleaned regularly</li> <li>• Vans to be wiped between uses</li> </ul>	Estates Manager	
6.	Grounds Team – work priorities	<ul style="list-style-type: none"> <li>• Prioritise work schedules: bin emptying, litter picking, site inspections, collection of post, Health and Safety issues</li> <li>• Grass cutting</li> </ul>	<ul style="list-style-type: none"> <li>• Work schedules kept under review</li> </ul>		
7.	Grounds staff – inability to carry out services	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Redeploy staff</li> </ul>	Estates Manager	
8.	Communications – residents not aware of restrictions	<ul style="list-style-type: none"> <li>• Posts on Facebook and website</li> <li>• Notices on noticeboard</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Clerk	As required

Item	Hazard	Existing Internal Controls	Further mitigation required	Action By Whom	Action by When
9.	Floral Displays -	<ul style="list-style-type: none"> <li>• To be installed/removed by contractors.</li> <li>• Watering to be carried out by two men. One in tractor other watering.</li> </ul>		Estates Manager	
10.	Christmas Lights & Christmas Trees	<ul style="list-style-type: none"> <li>• To be installed by Contractors using own risk assessment</li> </ul>	Estates staff to wear masks if assisting	Estates Manager	November 2020