

**PADDOCKWOOD TOWN COUNCIL**  
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**MINUTES OF A MEETING OF PADDOCK WOOD TOWN COUNCIL HELD VIRTUALLY VIA  
 ZOOM ON Tuesday 8<sup>th</sup> December 2020, AT 7.30 PM**

**PRESENT:** Cllr M Flashman, in the Chair  
 Cllr R. Atkins, (TWBC) D. Boyle, S. Hamilton, (KCC & TWBC) D Kent,  
 R. Moon, M Ridger, D. Sargison, R Turk, C. Williams

**IN ATTENDANCE:** Mrs N Reay, Town Clerk  
 Borough Cllr M Bailey  
 Mr J White, Project Manager, Mr D Deed (Gen 2) Technical Project Manager  
 Baxall Design Team  
 6 members of the public

**APOLOGY:** Cllr E Thomas

Cllr Flashman proposed, Cllr Williams seconded:  
*That the order of the agenda should be changed to allow the presentation to be given prior to questions from members of the public.*

CARRIED Unanimously

Members of the Baxall team gave a presentation on the proposed plans for the Community Centre. A copy of the presentation is available on the Town Council website.

**QUESTIONS FROM MEMBERS OF THE PUBLIC (15 mins)**

There were no questions from members of the public.

Borough Councillor Bailey asked about Environmental Sustainability. He was advised that a de-carbonisation grant and ground source heat pumps grant had been applied for.

**C84 DECLARATIONS OF INTEREST**

There were no declarations of interest. The Clerk was asked about the implications on the Town Council's Planning committee if members agree to item C87.

Members were informed that advice was being sought from KALC, but a dispensation could be granted.

Cllr Flashman proposed, Cllr Williams seconded:  
*Representatives from Baxall Design Team and the Project Managers should be allowed them to speak during the meeting and to remain for all agenda items, including C86.*

CARRIED 8 in favour, 1 against, 1 abstention

**C85 COMMUNITY CENTRE DESIGNS**

When the Town Council signed off the RIBA 3 report in February 2020 the resolution was in 4 parts: (1 & 2 are now complete.)

1. sign off all remaining elements of the RIBA stage 3 Paddock Wood Community Centre project.

2. ask that the board tender, procure and recommend to the Council to enter into a Pre-Construction Services Agreement with the winning contractor as part of a two-stage design and build contract.
3. ask that the board improve upon costs through the procurement process.
4. come back to Full Council seeking permission to secure planning and following that to enter the final construction contract.

Number 3 has also been completed and the Full Council is now asked to agree number 4.

Members asked the following questions:

Cllr Atkins	<p>Was the entrance wide enough for two cars to pass? Was there a pathway from the car park on to the Maidstone Road?</p> <p>Where will the staging be stored? Will there be a lighting gantry Sound loops etc and Wi-Fi?</p> <p>Is the Kitchen suitable for events?</p> <p>How will the centre be ventilated?</p>	<p>The entrance will be 4.8 m wide – sufficient for cars to pass. There is path between the trees to the Maidstone Road. There were slightly more than the standard required parking spaces. There will be fencing and hedging to define the parking area</p> <p>There will be a hearing loop in the reception and hall. There will be no lighting gantry installed but power and data points will be installed. The staging can be stored in the area next to the stage. Changing rooms will be in the adjoining office and storage areas which will be empty once the chairs and stage are taken out.</p> <p>Whilst not a fully commercial kitchen it will allow for a café and events. Details of the fit out of the café will take place during the next stage of the project. Ventilation will be via manually opened windows, opening doors and automated louvres</p>
Cllr Moon	Car Charging points – is it possible to allow for the ducting for additional charging points in the future	Ducting can be laid under the car park so that additional points can be installed in the future.

	Concerns about drainage as which is known to be poor in the area – both surface & foul systems	The surface water will be attenuated on site. Currently run off is 55 -60 litres per second. Once the attenuation is installed it will be reduced to 5.4 litres/second. The system will need cleaning every six months to keep it efficient. They were liaising with SW regarding the foul water
Cllr Turk	There does not appear to be a cloak room or cleaning cupboard	It was not felt to be appropriate to build a cloakroom. In the event of a large function the office could be used. There is a cleaning cupboard with a sink, plus second storage cupboard with equipment washing facilities
Cllr Boyle	Can there be sensory planting  Could a path be installed rom the Ringden Avenue gate to the centre?	The planting can be sensory and bat friendly  This had not been discussed
Cllr Kent	Where will the heat source pumps be located?  Gas boilers are not ideal Concerned about run off from the car park	Under the car park  Water will be held in voids in the permeable surfaces of the car park
Cllr Williams	Can this be seen anywhere	KCC highways would be asked if there was somewhere local where the system had been used
Cllr Ridger	If the water is held in voids – can it freeze and damage the surface of the car park	It will drain down in 7 hours so will not freeze

Cllr Williams proposed, Cllr Turk seconded:

*Under section 1 (2) of the Public Bodies (admission to meetings) Act 1960 the press and public should be excluded for the following item, on the grounds of commercial sensitivity.*

CARRIED 7 in favour (Cllr Boyle, Flashman, Moon, Ridger, Sargison, Turk, Williams  
3 against (Cllrs Atkins, Hamilton & Kent)

Members of the public were asked to leave the meeting and would be readmitted once the agenda item was completed.

**C86 COSTINGS**

Members were advised that the costs were within the budgets set out in the business case. Mr Deed advised that both he and quantity survey were happy with the costings to date and would continue to review them regularly on behalf of the Council.

Members of the public were re-admitted.

**C87 DECISION REQUIRED**

Cllr Flashman proposed, Cllr Boyle seconded:

*That the revised RIBA stage 3 designs should be APPROVED, and Baxall Construction instructed to proceed with all steps necessary to obtain planning permission.*

CARRIED: 7 in favour (Cllr Boyle, Flashman, Moon, Ridger, Sargison, Turk, Williams  
3 against (Cllrs Atkins, Hamilton & Kent)

Meeting closed at 9.50 pm

CHAIRMAN