

**MINUTES OF A MEETING OF THE COMMUNITY CENTRE BOARD held on Wednesday 2nd
December 2020 at 7 pm via Zoom**

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

APOLOGY: Cllr C Williams

The start of the meeting was delayed until 7.30 when Cllr Boyle was able to join.

CCB82 **MINUTES OF THE PREVIOUS MINUTES**

The minutes of the meeting held on the 26th October 2020 were AGREED.

CCB83 **MATTERS ARISING FROM THE PREVIOUS MEETING**

- a) The Town Council had agreed at its meeting on the 16th November 2020 with both the board and the working party that the tennis courts should be re-aligned on the field to allow the community centre to be moved back.
- b) A newsletter had been sent to all residents giving an update on the project. The majority were delivered by a delivery company, however as the company did not deliver to the rural areas a copy was sent by post to those addresses identified as being outside the delivery area. Complaints have been received that a few houses in Kiln Way & Maidstone Road had not received a copy. One or two houses were also missed when making up the postal lists.
A further newsletter was scheduled for early in the new year.
- c) The design team had finished its work for now. The final element had been to agree the location of the bins store. The Working Party had agreed the final location. See attached.

CCB84 **DESIGN CONSULTATION UPDATE**

- a) The Town Council approved the consultation material at its meeting on the 16th November 2020.

The consultation was launched on the 20th November 2020. This coincided with the delivery of the newsletter.

The consultation had been publicised as follows:

- On the Town Council website
- Social Media posts
- Posters placed in the Day Centre & Town Council Office Windows,
- Posters placed on the fence at the Memorial Tennis Courts
- Posters placed on the railings at Green Lane, Clover Way & The Ridings play areas
- Posters placed on the bus stops
- Display on the notice board adjacent to the Eastern Car Park
- Email sent to all know organisations in the town asking them to notify their members

As there had been a problem with the Town Council website on Thursday 26th November the closing date was extended from Friday 27th November to Tuesday 1st December. Residents were advised by email, amendments to the posters and by updates on social media.

There had been 90 comments submitted on the designs to the community centre. 83% of which were positive.

The Town Council will be asked to approve the designs ready to be submitted for planning approval at a meeting on the 8th December.

CCB85

PROJECT UPDATE

JW updated members as follows:

Project timeline- subject to the Town Council approving the designs at the meeting due to be held on the 8th December then the proposed timeline was as follows:

Submit for Planning permission by the middle of December.

Planning period would be 12 weeks

Determination by late March

RiBA 4 work would begin in January 2021 whilst the decision was awaited

Business Case – the updated business case was noted

Grant Funding – The board members agreed that a Salix loan for the cost ground source heat pumps and PV panels. Grants can only be obtained for the installation of PV panels over the required minimum which is 10%. Those shown on the plans allowed for 50 – 60% renewable energy. If the grant can be obtained then it would reduce the amount of the loan.

CCB86

FINANCES

a) The current expenditure was noted.

b) The PWLB announced last week that it had reduced interest rates to 1.88%. As of the 2nd December that had changed to 1.93%. This will reduce the annual loan repayments to £59,408, for a £1.9 m loan. (total repayment £2.9m) Loan rates are fixed at the time they are taken out. The amount allowed for in the draft budget discussed at the Finance meeting on the 23rd November was £72,000.

The town council already allows £60,000 for the Community Centre project in its budget. In order to obtain borrowing approval the Town Council must first pass a resolution to borrow that sum of money.

It must then consult with residents to ensure there is support for the project. This must be evidenced and show how aware residents are of the project.

Borrowing approval lasts for 1 year from the date it issued. Now that the planning permission is about to be applied for the application for the loan needs to be submitted.

Members noted the advice from KALC on the loan application process

The working party had agreed to send out a second newsletter at the beginning of January 2021 when the finances of the Community Centre would be set out. The board members asked to approve the financial details to be included in the newsletter. Under the terms of the Governance the Board has responsibility for the financial aspect of the project.

CCB87

FUTURE PROJECT SUPPORT

There are two areas where additional project support is needed:

Communication

Fund Raising – this was raised at the recent Finance meeting. It is hoped that a fundraiser would be able to identify and apply for grants for the project, including the tennis courts thus reducing the size of the loan.

The board agreed that a request should be put to the town council to employ the services of an outside agency to provide the support required, this financial year.

CCB88

COVID RISK REGISTER

No updates were required at present.

CCB89

ANY OTHER BUSINESS

The board asked that its thanks be noted to the working party for the work they had carried out this year.

CCB90

DATE NEXT MEETING

Next meeting would take place on the 6th January 2021

NICHOLA REAY
Clerk to the Council