

**MINUTES OF A MEETING OF THE COMMUNITY CENTRE BOARD held on Wednesday 26TH
October 2020 VIA ZOOM AT 6PM**

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)

APOLOGY: Cllr C Williams

CCB76 **MINUTES OF THE PREVIOUS MINUTES**

The minutes of the meeting held on the 7TH October 2020 were agreed.

CCB77 **MATTERS ARISING FROM THE PREVIOUS MEETING**

- a) Articles have from the Town Council have been submitted to Local Magazine, Contact Magazine & The Town Crier. An email has been sent to all organisations in Paddock Wood advising them that the evolving plans are on the website and asking for their feedback as potential users of the hall.
- b) Posters have been placed on the notice boards directing residents to the website where weekly updates from the design meetings are posted. Communication will be discussed further at the Working Party meeting on Wednesday.
- c) The updated Business Case was submitted to the Town Council meeting on the 19th October 2020.
- d) Town Council members were also updated on the current designs.
- e) The Town Clerk & representatives from the Working Party had visited Southborough Hub to view the community hall and work being carried out there on the 22nd October 2020. Further visits could be arranged.

CCB78 **DESIGN MEETINGS UPDATE**

The design team had been meeting weekly. Following on from the meetings the working party had met to review the plans and pass back their comments. Copies of the presentation and all minutes are also being copied to town council members.

The latest plans showed how the hall could take 300 seated, and there could be additional capacity at a later stage cantilever seating was installed. A total of 360 could be seated then. Whilst not intending to install at the moment – the hall will be built to allow for the seating to be installed at a future date, if additional capacity was needed in the future.

(Cllr Boyle had internet difficulties at this point and briefly left the meeting.)

Baxalls had asked for a decision from the Town Council with regards to the tennis courts. Although not part of the original cost and plans for the project, if the tennis courts could be relocated into the area behind the existing courts then the community centre could be moved further back on the field. This is favoured by the Working Group, but they are aware that this would be a council decision.

There will be a cost to carry out the necessary upgrade to the courts in the current location. Baxalls will supply an estimated cost to move them into the new location, in time for the next council meeting.

JW outlined the three options. Options 1 and 2 showed the tennis courts remaining in their current positions. Option 3 showed the tennis courts moved back allowing less impact on the field, and making best use of the land.

In option 2 the number of parking spaces were reduced which the working party did not favour.

The board members discussed the three options and the idea that the tennis courts should be moved into the unused space behind the existing courts.

Funding to move the tennis courts had not been allowed for in the original calculations, but the existing ones needed refurbishment. The cost of the refurbishment could be offset against moving them.

They agreed with the working party that this could be beneficial and recommended that this should be put forward to the town council for debate.

DD advised the board that they were still working on high level figures and there was still more work to be done. But the costs were close to the available budget.

The key component parts were listed on the cost breakdown. The PCSA costs were as tender.

The QS would start to work with DD & JW to obtain a breakdown of the costs.

The above figures were all capital expenditure but not fit out.

A separate sum was included in the business plan for fixtures and fittings, which would include kitchen equipment (white goods only) tables, chairs etc.

CCB79

COVID RISK REGISTER

There are no updates at present.

CCB80

ANY OTHER BUSINESS

There was no other business.

CCB81

DATE NEXT MEETING

17th November 2020 (if required)

CHAIRMAN