

MINUTES OF A VIRTUAL MEETING OF COMMUNITY CENTRE WORKING PARTY

Wednesday 23rd February 2022 at 6 pm

PRESENT: Cllr Carol Williams, in the chair
Cllrs Mr F Lemont A Mackie. R Moon. D Sargison, M Ridger
Mrs T Brechtlesbaur. Mr R Wakling
Mr P Mcveagh, J. Thompson

Mrs N Reay, Town Clerk

APOLOGIES: Mr J White, Project Manager Mr S Smithson,

1. Minutes of the meeting held on 26th January 2022 were agreed.
2. PROJECT UPDATE
 - The PWLB loan has now been drawn down
 - Contractors are due to start on site on the 7th March 2022.
 - The car park will be out of use for the first 4 – 6 weeks after which a temporary car park will be made available.
 - A design review meeting was held with Baxall on the 18th February 2022 and the following were discussed
 - Male WC Layout – the toilet layout has had to be reversed
 - The ceiling levels in the community centre toilets has been lowered by 10 cm.
 - Access strategy for wheelchair users – this will need to be included in the management handbook for the centre. As the access hatches to the kitchen are too high, wheelchair users will need to be served at table in the cafe.
 - Kitchen layout – island heights, half the island will be 1 m high the other half 75 cm high, this will allow wheelchair access and be easier for children to use the work top space
 - Letter Box – an external letterbox will be mounted on the wall in a convenient location. This would be preferable to having a letterbox directly into the building which would have the potential for vandalism and would also allow air to leak from the building
 - There will be a “Ground-breaking” photo opportunity week commencing 7th March 2022. The date is to be confirmed but members of the working party will be invited to attend along with the Town Councillor along with the Borough and County Councillors.
 - The FAQs have been updated and will be loaded onto the website shortly.
 - NR advised that the decision on setting up the trust had been deferred to obtain further professional advice. This was to ensure that the correct vehicle for the trust was used. Ideally local trustees would be appointed.

3. NEWSLETTER

Members discussed sending out another newsletter and agreed that they should ask Baxalls to contribute to the newsletter. NR would speak to their marketing officer.

It would be the last newsletter to be sent out and would contain a timeline for the project, when it would be available to book. However, it was agreed that people were unlikely to book the centre until such time as it was completed and full details of costs etc were available.

It was also suggested that a viewing window for residents to see progress of the build might be provided.

4. WHATSAPP GROUP

It had previously been agreed that a group would be set up to ensure speedy communication with the group during the build. Members would send their numbers to NR by email.

5. DATE OF NEXT MEETING

The next meeting will take place on Wednesday 30th March 2022.