

**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on Monday  
14<sup>TH</sup> September 2022 VIA ZOOM AT 7 pm**

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

CCB176 The minutes of the previous meeting would be circulated separately.

CCB177 PROJECT UPDATE

- a) The minutes of the Progress meeting held on the 30<sup>th</sup> August 2022 are attached for information.
- b) The working party had visited Southborough Civic Centre to view the fit out and learn from their experiences.  
A copy of the comments from that meeting were discussed at the end of the meeting.
- c) EV Chargers – It has been confirmed that we have been successful in securing the funding for the EV chargers and the battery storage.  
However, the Project Manager has advised that it does come with some challenges regarding timelines and costs. The best solution is that Baxall (who are building the community centre) can deliver this for us now. This would avoid potential abortive costs of doing it after the construction is done, but due to delays in the announcement of this grant, things will be VERY TIGHT.

1. On the 6 x 7kw chargers, this should be easy for Baxall to deliver as 4 were already in scope and the Council was seeking to put in 6 anyway. Potential cost saving to PWTC as well.
2. The 2 x 75kw super chargers are more difficult. The current substation is too small to take their load and this needs to be resolved with UKPN as fast as possible
3. The battery storage means that the community centre can potentially sell its excess solar power generation via a direct wire to power vehicles which means they should achieve a substantially higher price for their electricity, which would otherwise be sold to the grid.

In all this is very green, environmentally friendly building to start with and this has just made it even greener.

A decision would be made as to who would manage the EV chargers – the options are

- 1) The council/managing company
- 2) KCC
- 3) Independent commercial company

After discussing the options, the board agreed that their recommendation would be to allow KCC to manage the chargers.

CCB178 FINANCE

The Project Manager updated members on the on the Current financial position. A report would be made to Full Council on the 26<sup>th</sup> September.

Following the recent VAT Return HMRC contacted the council to query the size of the refund. The RFO sent them the relevant paperwork and they released the payment. HMRC were advised that the project would continue until the end of the year.

CCB179 MANAGEMENT COMPANY

Minerva have asked to have a meeting with members to agree the next steps which are detailed in the attached email. A meeting was arranged for the 20<sup>th</sup> September 2022.

CCB180 FACILITIES MANAGEMENT

The Chairman and Clerk had a meeting with JW and Matt Hayden an FM consultant. Following that meeting JW has advised the following work which an FM consultant could help with. (MH works with Southborough and the Clerk speaks very highly of him.)

1. Prepare and agree with the Council a specification for the FM works required. What is it you want them to do.
2. Either - Liaise with the Contractor to establish a year one price for the services or arrange a tender to seek a market price.  
Should the Council elect to contract with Baxall's this exercise is likely to be more straightforward and less time will be required to reach an agreed price. If a tender is required, this will take between 6 to 8 weeks for the procurement process to be established and to seek legal advice for this exercise; this could be arranged through establishing a Framework for the Council allowing potential contractors to apply to the Framework and tender for the services.
3. Prepare a Planned Preventative Maintenance plan including Statutory Inspections.
4. Provide a Performance Management System to set standards of service, response times to works and set penalty levels for noncompliance.
5. Prepare with legal assistance the contract documentation.
6. Provide a service charge process for recharging costs to the Pre School and to establish a sinking fund for future large asset replacement and building redecoration.
7. Ongoing monitoring of the performance of the selected contractor through a monthly meeting reviewing performance reports and through site inspections of the building at least once per month to check paperwork and standards of service on site.

The estimated hours for completing these tasks in my mind would be:

- A1. Direct appointment of Baxall's - 3 days;
- OR A2. Procurement of a contractor through a tender process – 4 days;
- B. Monthly monitoring 6 to 8 hours per month. – 1 day/month

Hours are indicative at present and may vary depending on the final scope required by the Council.

Rates vary between £420/550 a day for this kind of work.

Members discussed whether to employ the services of a FM consultant to assist with this process.

DH stressed the importance of getting the FM right, as there were legal consequences to the management company and individuals if it is not done correctly.

Members agreed that three quotes should be sought from FM consultants. The costs could be found within the existing budgets for the community centre. JW would obtain the costs and report back.

CCB181 FIT OUT

A draft fit out list is being drawn up. The deputy clerk would complete the list which would then be submitted to the Working Party at its meeting on the 28<sup>th</sup> September 2022. Representatives from the working party would be asked to identify suitable equipment.

CCB182 CENTRE NAME

The working party have discussed the name of the centre and have suggested the following:

Jubilee Centre  
Paddock Wood Community Centre  
Paddock Wood Memorial Community Centre

The Town Council had previously agreed that it would approve a short list which would then be put to a public vote.

Members are asked to agree the list to be submitted to the Full Council with the addition of Queen Elizabeth Community Centre.

Once the council has approved the short list, it would be put to a public vote.

The Clerk would speak to Sam Smithson from the working party regarding fonts etc.

CCB183 APPOINTMENT OF PERMANENT DIRECTORS

When the council approved the setup of the management company at its July meeting the resolution stated that the three board members and the Clerk would be directors for six months (subject to review if necessary). That time will expire in January.

The procedure for appointing permanent directors needs to be addressed.

The options are:

Local volunteers

Or

Contact a national organisation such as <https://trustees-unlimited.co.uk/>

Who will assist with the process

It was agreed that this should be discussed further with the Council's legal advisors next week.

CCB184 OPENING EVENT

It was agreed that a celebrity name should be sought for the opening ceremony. DH would contact the theatre for information and forward it to the Clerk.

CCB185 ANY OTHER BUSINESS

The Clerk advised that she had had a meeting with the LTA who were offering to assist with the promotion with the new tennis courts. If the Council joined the LTA (free of charge) then it would also have access to Club Spark the online booking programme for tennis courts. It has been left that once the management of the site had been progressed then the clerk would get back in touch to progress this.

Members considered their response to the email which had been sent following the trip to the Southborough. The issues raised were as follows:

- Need for air conditioning – air conditioning has not been included in the building, but it could be fitted retrospectively if needed. This would, however, reduce the buildings environmental credentials. It is also possible to fit air source systems which can cool as well as heating. This could be explored if necessary. The Board agreed that this was an issue which would be kept under review
- Time Capsule – members liked this idea, and it was agreed that this should be discussed by the working party. Local groups would be asked to contribute.
- CCTV will be installed to protect the site. Once the cameras which had been ordered were installed the coverage would be reviewed and additional cameras installed if it is considered necessary
- Fit out would be discussed at the next meeting

CCB186

DATE OF NEXT MEETING

To be agreed following the meeting with Minerva.