

PADDOCK WOOD COMMUNITY CENTRE BOARD
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MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on 23rd
November 2022 VIA ZOOM AT 7.30pm

Present

Jonathan White (Project Surveyor), Denise Haylett (TWBC Head of facilities and community hubs), Nancy Warne (Borough member for Rural communities), Meryl Flashman, Carol Williams and Derek Boyle

CCBB187 Minutes of the previous meeting

No minutes in October as no meeting

CCB 188 Facilities management

- The FM contract and planned preventative maintenance contract has been received.
- JW advised that FM would need to be in place from Practical Completion. Recommendation from JW is that the FM contract from Baxall is accepted and initially taken up by PWTC, then novated to the Company Limited by Guarantee (CLG) once sufficient funds are received by the CLG.
- FM contract does not cover all elements so insurances, utilities, cleaning etc.. still extras but does include Fire Risk Assessment.
- JW pointed out that Insurance costs under the lease (as currently written) leave PWTC liable for these with no way of re-charging the CLG.

Actions:

- **JW** to investigate whether the FM contract could be initially with PWTC and then move over to the CLG during the 23/24 financial year, once the CLG has the revenue to sustain this monthly cost.
- JW to investigate whether fire equipment listed within the FRA is included
- JW to confirm that waste collected from within the building is transported to the commercial waste bins by FM bod.
- **PWTC** to extend commercial waste contract to include the Community Centre.
- **Members** of this group to rescrutinise the FM contract and comments to MF by 30th November
- Insurance responsibility and cover to be confirmed with Zurich by **MF** to ensure whether internal and external insurance is covered. **DH** to contact TWBC insurance handler. **JW** also trying to source a second quote from AJ Gallagher.
- **Directors** to investigate public liability insurance for the building

CCB 189 Finance

Current financial position

- Green figures (costs) on the cashflow spreadsheet have been reconciled against PWTC RFO figures

- A number of variation orders have come in and these are being reconciled (within variation orders and funding part of the spreadsheet) – issues with the UKPn costs are being bottomed out
- Discussions between JW, Baxalls and KCCC over the cricket pitch design and funding are ongoing. Baxall do not appear to have done the design work and are relying on a cricket wicket sub-contractor design.
- UKPN have just advised today that go live will be 18th January 2023 after which the project is not sure how much commissioning time Baxall will then need. So project is delayed and final dates TBC.
- Additional indexation received, further sums including potential S106 are being sought
- NW has authorised the S106 payment for Countryside Church Farm 35th occupation and the payment over to PWTC is being expedited and is due in December 22.
- KCCC would prefer the cricket wicket be delayed until better weather in the Spring and to remove this from the Baxalls contract. This might present a possible cost saving but as the design is now being done, could also be a cost uplift if the new design is more expensive. The delay in costs would help cashflow.
- Levy grant funding from KCC of £15k has been offered as we are delivering 6 EV chargers
- Nursery lease advertising discussed. Number of agents could be used. Standard fees apply from all. JW to get some to visit site and recommend one.

Actions:

- **JW** to investigate if 67th occupation has been hit for Mascall Farm Berkleys site to secure next S106 for January 23 payment. If this is paid in January 23 then cashflow remains favourable.

TWBC Loan

- TWBC loan has been accepted by PWTC on 21/11/22 and will be drawn down ideally in December 22

CCB 190 Centre name

- Noted as Paddock Wood Community Centre.
- The name was chosen by a public vote and noted at the Full Council meeting on 21st November 2022

CCB 191 Management company

- Draft lease between PWTC and CLG were due to be discussed on 21/11/22, but the item was deferred to 15/12/22 as councillors requested time to read the lease document.
- VAT cannot be recovered by the CLG
- The CLG structure will enable business rates to be reduced by 80% and indicative costings suggest are likely to be approximately £2570 (Full cost would have been around £13k). CLG/PWTC could ask TWBC to discretionary waive the other 20%.
- Business rates may be able to be split between CLG and Nursery (subject to confirmation). The CC and Nursery are considered being semi-detached.
- Level of subsidy to be discussed and set by PWTC as the additional 1100 homes will realise £173k precept as additional income without additional costs to PWTC as per the business case.
- Rental occupancy rates for yr1 to be modelled at 50%, yr2 at 70% and yr 3 at 90%
- Centre manager role agreed by Personnel ctte with person spec and job description
- Locum clerk is to be approached to start the recruitment process for the centre manager.

Actions:

- **DH** to ask the business rates team in Jan 23 about discretionary waive to business rates
- **MF** to contact the locum clerk about recruiting for a centre manager

CCB192 Any other business

Furniture fit out

- CC working party meet on 7th December to discuss further the fit out to prioritise the items to be immediately purchased for opening and what can be purchased later.

PR and advertising

- Article has gone into Town Crier.
- Ben Chapelard visiting Paddock Wood on 14th December to see Dowding House. An invite to be extended to see the CC along with **MF** and **NW**.

CCB 193 Date of next meeting

- Next meeting Tuesday 13th December 7pm