

**PADDOCK WOOD COMMUNITY CENTRE BOARD**  
**c/o The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT**  
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**MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on 13<sup>th</sup>  
December 2022 VIA ZOOM AT 7.00pm**

**Present**

Jonathan White (Project Surveyor), Nancy Warne (Borough member for Rural communities), Meryl Flashman, Carol Williams and Derek Boyle

Apologies

Denise Haylett (TWBC Head of facilities and community hubs),

**CCB187 To agree the minutes of the meeting held in November 2022**

The minutes were agreed as an accurate record

Completed actions from last meeting

- **JW** confirmed that the FM contract could be initially with PWTC and then novated over to the CLG during the 23/24 financial year if so required, once the CLG has the revenue to sustain this monthly cost. It will be an item on the full council agenda for 19<sup>th</sup> December.
- **JW** confirmed that fire equipment listed within the FRA is not included in the Baxall contract but due to come out of the FFE budget
- JW confirmed that waste collected from within the building is transported to the commercial waste bins by FM.
- **Directors** to investigate public liability insurance for the building
- 67<sup>th</sup> occupation has been hit for Mascall Farm Berkleys site to secure next S106 for January 23 payment, but check needs to be made on balance of private/social mix. If this is paid in January 23 then cashflow remains favourable.
- **MF** has contacted the locum clerk about recruiting for a centre manager

Outstanding actions

- **PWTC** to extend commercial waste contract to include the Community Centre.
- **DH** to ask the business rates team in Jan 23 about the discretionary waiver to business rates

**CCB188 PROJECT UPDATE**

FM costs and Minerva contract is exempt from VAT if the costs are met by PWTC.

PWTC cannot make a loan to the operating company that realises interest.

Grants can be made from PWTC to the operating company. Soft loans with 0% interest could potentially be made but would need to be checked first.

Cricket wicket – figures from Baxalls give £41k saving to take it out of the contract. Outline cost saving taking out overheads and profits approx. £3k

KCCC and JW meeting in January to investigate timeline for delivery of cricket wicket with a potential commencement date of March/April if PWTC appoint their own contractor. KCCC would prefer a March/April start on the cricket wicket because it is inadvisable to start works in the winter.

Tennis courts: Delay to the laying of the blacktop due to weather conditions, this will need to be delayed otherwise the surface will degrade quickly if laid in wet conditions. Suggestion is a delayed completion with the condition that the top layer will be laid when the conditions are drier.

Following works around the Scot's pine (owned by KCC) near the entrance to the site, the tree is going to be monitored for 6 months after the completion of all works by Baxall's arboriculturist.

Levy funding for EV chargers – various options from KCC. Preference for solar PV generated power to primarily supply the community centre with excess going towards chargers. An option could be EV chargers could draw power just from the sub-station.

PWTC to retain ownership of the car park.

Baxalls aiming to be off-site before Christmas with only tennis courts, UKPN works and re-commissioning to follow energisation of the sub station.

Planned hand over of building 28<sup>th</sup> January

Estates agent for the nursery – JW contacted 5 suppliers – fees were all equivalent but not everyone could do it - Caxton's who have a strong local team were initially offered the work but then declined, Sibley Pares have now agreed to manage the lease for the nursery leaseholder procurement at 10% of first year rent with a 6yr lease period.

Internal paint colour to be changed to meet the agreed palette colour.

Fit out: Some costs and suggestions still to come back from the working party, ready for the next meeting on 7<sup>th</sup> January. Allocated budget (£31,748) being monitored and fit out proposals being refined by the working party, utilising lessons learnt from visits to Southborough Hub.

#### **Resolved and agreed:**

- The cricket wicket to be delayed until March. Procurement process through PWTC using the budget already allocated.
- Tennis courts – top layer to be laid when weather conditions improve in the spring to ensure longevity of the surface.
- KCC to be asked to run the procurement for the EV charger management and maintenance with financial benefit options (if any) to come back to the board for agreement.

#### **Actions:**

- Ask Gerry @ Minerva if an interest free loan can be made from PWTC to the operating company

## **CCB189 FINANCE**

No significant movements on major line items.

TWBC loan has been received.

## **CCB190 FACILITIES MANAGEMENT**

Update on current position

PWTC being asked on Monday 19<sup>th</sup> December to sign off the FM contract on the monthly basis to avoid VAT.

When practical completion letter is sent to PWTC, insurance must be in place and operating procedures must be ready (opening/closing/cleaning etc.)

Snagging checks being undertaken next week (w/b 19<sup>th</sup> Dec)

Defect liability period extends for 12 months from practical completion date.

#### Insurance

Zurich is providing the building and public liability insurance

### **CCB191      MANAGEMENT COMPANY**

#### Update on the lease position

Head lease document being discussed by PWTC on Monday 19<sup>th</sup> Dec

#### Update on the level of subsidy required

Presented at PWTC finance committee at 12<sup>th</sup> December

#### Facility manager

Karen Bell has contacted KALC to advertise the role closing date 31<sup>st</sup> January

### **CCB192      ANY OTHER BUSINESS**

#### Comms

- DB to share photos via Facebook page to help promote the community centre.
- Town crier article to be sent by MF to Teresa Maxwell
- Open day to be agreed early to mid January

#### Site visit 11am Wednesday 14<sup>th</sup> December

#### Process for new Directors

- To go with the company sourced but ensure that the opportunity is published locally.

### **CCB193      DATE OF NEXT MEETING**

The next meeting is Tuesday 10<sup>th</sup> January 7pm