

PADDOCK WOOD COMMUNITY CENTRE BOARD
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MINUTES OF A VIRTUAL MEETING OF THE COMMUNITY CENTRE BOARD held on 17th
January 2023 VIA ZOOM AT 7.00pm

Present

Jonathan White (Project Surveyor), Meryl Flashman, Carol Williams and Derek Boyle

Apologies

Denise Haylett (TWBC Head of facilities and community hubs), Nancy Warne
(Borough member for Rural communities)

CCB187 AGREE MINUTES AND CONFIRM ANY ACTIONS

Agreed as an accurate record

CCB188 PROJECT UPDATE

Update on contract/works

Baxall's contract:

- Cricket wicket has come out of the current project with Baxalls and this will now be delivered by PWTC – Head of Estates and JW are progressing this with designers.
- ECB, JW and Carl have had a meeting to re-examine the location of the cricket wicket and confirm final layout
- There is limited scope in the market for cricket wicket specialised in construction and JW will advise further on this
- There is a potential for lower costs now that the Baxall overhead and profit has been removed from the cricket wicket construction costs and this can be used to cover management costs to oversee the construction of the cricket wicket

Works:

- Tree monitoring for 6 months (required by the planners) has started
- Tennis courts have now been finished
- UKPN costs for sub-station are likely to be with Baxalls because there was no change instructed by PWTC
- UKPN works are underway due to complete 18 Jan
- Baxalls are in dispute with SSE over electrical meter connection
- Baxalls aiming for 3rd or 5th Feb for completion and handover date (possibly Monday 6th)
- Operations manuals are due from Baxalls imminently
- Health and safety file are due from Baxalls imminently

- Snagging is underway

Update on FM contract

- PWTC have accepted the quote for the FM contract from Baxalls and has been acknowledged, but legal works need completing.

Update on insurance position

- PWTC waiting on a trigger date for handover (Advise the insurer that we are looking at 3rd Feb subject to confirmation by Baxalls).

CCB189 FINANCE

The PM will update members on the current position.

- Firefighting equipment has been budgeted and temporarily taken from FF&E budget
- Southern water connection charge £1245
- Cricket costs pushed into April
- Mascalls farm some indexation due from end of November
- Levy grant funding from KCC (£15k) notified anticipated in April 23
- Late fee from Baxalls will improve financial situation (c£1500 per week at 7 weeks)
- Further S106 funding being explored from TWBC
- Final financial figures to be presented to full council ideally in March 23 if final account with Baxall has been agreed

CCB190 FURNITURE FIT OUT

Update

- Currently awaiting some figures from the working party particularly for the AV equipment for the main hall.
- Working party to explore seeking sponsorship of the fitout to extend the budget for fit out.

CCB191 MANAGEMENT COMPANY

Update on the lease position

- Meeting requested by Minerva on the afternoon of the 25th January 23, but members querying the need for the meeting and we will seek to undertake these via email.

Facility manager update

- 5 applications received so far and will be considered for short-listing after the closing date along with any other applications.

CCB192 ANY OTHER BUSINESS

Colour scheme

- Decision made – yellow in the reception area, mushroom in other areas.

CCB193 DATE OF NEXT MEETING

- The next meeting is recommended Tuesday 7th February 2022 7pm via Teams.
- Directors meeting Monday 30th January 7pm at Meryl's – Carl to be invited
- Open event Saturday 11th February 10:30 to 2:30pm