

**PADDOCK WOOD COMMUNITY CENTRE BOARD**  
c/o The Podmore Building, St Andrew's Road, Paddock Wood, TN12 6HT  
Telephone: 01892 837373  
[www.paddockwoodtc.kentparishes.gov.uk](http://www.paddockwoodtc.kentparishes.gov.uk)

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**MEETING OF THE COMMUNITY CENTRE BOARD on Thursday 9<sup>th</sup> February  
2017, in the Podmore Building, St Andrews Road, Paddock Wood TN12 6HT at  
7.30 pm**

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BOARD MEMBERS: Cllrs Elizabeth Thomas, Chairman  
David Henshaw, Derek Boyle

(Non voting members) Borough Cllr Lynne Weatherly (Portfolio member for  
Communities & Wellbeing, TWBC)  
Mr Kevin Hetherington (Head of Customers &  
Communities, TWBC)

Working Party: Mrs Nichola Reay, (PWTC), Mr Jonathan White  
(KCC/TWBC), Mr Andy Mackie (NP Group)

CB23      **MINUTES OF THE PREVIOUS MEETING**  
The minutes of the meeting held on 15th November 2017 were  
APPROVED.

CB24      **UPDATE ON CURRENT POSITION**

- There had been a delay on the distribution of the questionnaire. The questionnaire was revised following consultation with the NP group. However it was now anticipated that it would be delivered w/c13th February 2017. A revised copy of the questionnaire was available at the meeting.
- The Kent Archaeological team had advised that a watching brief should be kept on the site, but no archaeological remains are expected to be found.
- Sitech had been commissioned to carry out the Topographical survey, a utilities search and an Electromagnetic & GPR underground services survey. Members were given a copy of the plan.
- Calumma had carried out the ecological survey and there were no ecological concerns on the site. A copy of the report was given to members at the meeting.
- Kent Legal Services had looked at the title to the land. It was agreed that in view of the loss of the original documents by KCC an indemnity insurance should be taken out to cover the building of the hall at the Memorial Field. JW advised that it would cost in the region of £100.

CB25

### **VAT REPORT**

VAT consultants Elysian Associates have been commissioned to give advice on the VAT position and the best way forward. Members had received a copy of the report prior to the meeting. Following a discussion the board members agreed that option 4 of the report should be accepted. This would involve setting up a Village Hall Management Committee. The town council would retain ownership of the hall but would lease the hall to the VHMC. VAT will then not need to be paid on the build costs – a saving of approximately £250k.

This recommendation would be put to the Town Council.

The town council would not be able to benefit from the income of the hall during the period of the lease. There were strict criteria with regards to the setting up of the VHMC and further advice would need to be obtained to ensure it was set up correctly. Additional advice would also be needed from Elysian Associates to ensure that the VAT position was not compromised.

CB26

### **COMMUNITY ENGAGEMENT**

AM felt that further community engagement was required - the scope of the questionnaire would be limited. The data, once collected, would be handed to the architect for the design brief.

DB would assist with the community engagement.

CB27

### **FINANCE**

- Expenditure to date – A total of £6481 had been spent on the surveys and publicity to date.
- JW gave members a revised copy of the proposed expenditure

CB28

### **SPORT ENGLAND**

JW advised that the proposed site of the hall would encroach on the outfield of the cricket wicket. Sport England will require any loss of sporting facilities to be replaced. Members discussed the possibility of re-locating the cricket wicket either on the current site or elsewhere, or alternatively re-locating the football pitch. The Clerk and JW to seek further advice on costs and possibilities.

CB29

### **PROCUREMENT OF ARCHITECT**

An architect will cost approximately 7.5% – 8.5% of the cost of the built. However, a fixed fee to the planning stage can be negotiated. Members agreed that KCC procurement should be asked to help with the process. A clear brief will be needed for the architect.

CB30

### **DATE OF NEXT MEETING**

The next meeting would be held on 23<sup>rd</sup> March 2017.

Chairman

DRAFT