

Sevenoaks Town Council
Minutes of the Community Centre User Group Meeting held at the Sevenoaks Community
Centre on Wednesday 2nd August 2017 at 7.00pm

Present:

Cllr Simon Raikes	Sevenoaks Town Council (Chairman)
Frank Mancktelow	Sevenoaks Area National Trust Association (SANTA)
Janet Davies	Sevenoaks Day Nursery
Bryan Richardson	Sevenoaks District Arts Council
Nick White	U3A
David Williams	PROBUS also KNADFAS and North West Kent Family History
Cllr Marilyn Canet	Sevenoaks Town Council
Cllr Andrew Eyre	Sevenoaks Town Council
Cllr Robert Piper	Sevenoaks Town Council
Linda Larter MBE	Sevenoaks Town Council
Pamela Holmes	KNADFAS
James Turner	Oaks Martial Arts

Apologies for Absence were received from: Mr Bryan Miles (Tea Dance), Rosemary Pay (KNADFAS), Stewart Armstrong (Knole U3A), Liz Hodgson (Sevenoaks Town Council), Helen Whitaker (Pilates).

Cllr Raikes chaired the meeting. At the beginning of the meeting Cllr Raikes requested that all present introduced themselves.

191. Minutes of the Meeting of the Community User Group held on 10th August 2016

The minutes of this meeting were accepted as a true record.

192. Bat and Ball Station Building

Further to discussion at the previous meeting the following verbal update was noted.

- i) Building scheduled to be transferred to Sevenoaks Town Council on 21st August 2017 subject to lease and Southeastern's building works completed.
- ii) New proposed access to platform from community centre site agreed in principle. Proposals were shown to the meeting. Noted that the Town Council will probably need to put in place parking restrictions on the community centre car park (similar to those previously used at Raleys site).
- iii) A survey to support the Town Council's HLF funding bid was distributed.

RESOLVED: The Community Centre Administrator forward electronic copies of the Bat & Ball Station survey for representatives to forward to members of their organisations.

193. **Bat and Ball Centre Development**

Copies of the latest plans were distributed at the meeting.

At the previous meeting members of the User Group had provided feedback on the plans for the new centre. The following notes had been received from the architects relating to this.

	Feedback on design plans from Community Centre User Group held on 22nd March 2017	Architect's response / actions
1	Overall they liked the design and spaces which they believed would work for their respective organisations.	Noted.
2	Concern about lack of natural light and ventilation in the meeting rooms, particularly the two that will not have air conditioning, would make it feel like being within a box.	Since March we have increased the amount of glazing in the halls to improve natural light. The rooms now either meet or exceed the Breeam daylight requirements. All the rooms have openable windows and/or vents so that there will be plenty of ventilation for their intended purpose. Only the main hall has cooling as the other rooms have a much lower expected capacity.
3	Concern about new storage versus current storage?	The storage requirements have been discussed in detail with STC and will be adequate for the proposed furniture. Rather than a dedicated storage room, the file storage is to be spread between offices as this is a more efficient use of space.
4	Would there be accessible ducting, e.g. future proofing AV/	Yes, there will be accessible ducting and a raised access floor on the first floor should new wiring need to be installed. AV infrastructure will be installed now for any items that are likely to be added in the near future.
5	When will the plans be presented to the Disabled Access Group for comments and recommendations?	11 th May 2017
6	Good wi fi connections very important.	Noted, our M&E engineers will ensure there is good coverage throughout the building.
7	Modern equipment needs to be appropriate and easy to maintain. Example Bromley library fitted projector to ceiling now unable to afford combined bulb	Projectors and lighting need to be installed at high level as this is typical of conference venues, however we will review access options with STC to ensure they are as simple to maintain as possible.

	costs and scaffold access (£800) to change bulb.	
8	Will there be electrical sockets in the floor of the main hall to avoid trailing wires.	We wouldn't recommend installing floor boxes in any areas that may be used for exercise classes however they can be installed near the sliding door track so that they will be in the centre of the room when the sliding door is retracted.
9	Noted the benefits of portable stage and its relevant storage in that it would not permanently take up the majority of half the hall, however would want ceiling lighting and sound system provision etc considered.	The stage lighting and sound system will be permanently installed in a position to suit the stage when positioned at the eastern end of the hall. This will enable it to be used for conferences and smaller productions. If the stage is repositioned then the stage lighting would need to be moved.

It was noted that Pre Planning advice had been received and comments received relating to residential numbers and density, 'oasts' and height of roof, transport. It was hoped that a new planning application would be submitted in early September 2017. It was also noted that the Sevenoaks Day Nursery intended to submit its planning application approximately a month later.

RESOLVED:

- I) The Community Centre Administrator to carry out an audit of current storage usage.
- II) The Community Centre Administrator to confirm whether any organisation currently hired storage areas.
- III) To confirm to the next meeting whether the main hall in the proposed new centre was 'sprung'.

194. Quality of Service Feedback

All the hirer groups represented at the meeting praised the efficiency and good service given by Martin, the caretaker.

Dates of Next Meetings

The next Community Centre User Group meeting would take place on 27th September 2017 at 7pm. A further meeting was scheduled for 8th November 2017.

There being no further business the Chairman closed the meeting at 7.35 p.m.

Signed

Chairman

Dated