

Paddock Wood Community Centre Project

Governance Framework

Introduction

Paddock Wood Town Council aims to build a community centre for the town, encompassing a wide range of existing and additional facilities which will be agreed during the project. Work has been undertaken to determine the preferred site for the facility, which is on Memorial Field, Maidstone Road, making it visible and accessible from the main road going through the town.

The proposal to build a Community Centre arose due to several factors:

- The town is set to grow over the coming years – there are currently planning applications for 950 new houses on three sites around the town.
- The need for a community centre was identified in the 2008 health check and in subsequent engagement activities with the public. A number of groups are unable to find facilities to hold activities, with some groups disbanding and others moving outside the town. This takes facilities outside the town.
- The new developments will generate section 106 contributions which will help pay for the community centre.

The Town Council aims to build a community centre to meet the growing needs of the people of Paddock Wood. The community centre will be self-funding in the long term.

Governance Structure (Appendix 1)

- **Paddock Wood Town Council** – elected members who will make the final decisions, based on recommendations from the project board.
- **Project Board** – Consists of the Chairman of Paddock Wood Town Council and the Chairman of the Estates and Planning & Environment Committees or their deputies. Two non-voting members from TWBC have also been appointed. The board will make recommendations to the Council.
- **The Community Centre Working Group** will be responsible for supporting the day-to-day delivery of the project and communication with the public. This will consist of a Project Manager from TWBC, an officer from PWTC, Vice Chairman of Town Council, plus local volunteers and potential users of the facility, which might include:
 - Uniformed groups e.g. District Commissioner for Guiding or deputy
 - U3A
 - Users of Memorial Field such as Insulators Football Club
 - Paddock Wood Athletics Club
 - Local cafes & restaurants such as Sue, Gray, Gray's Café, Brenchley
 - Youth Council
 - Play Paddock Wood
 - Lights Up Paddock Wood

- Paddock Wood Business Association

Representation from a wide range of groups will ensure that all age groups are represented and key stakeholders are able to contribute to the development of the centre. A centre built on the ideas and needs of the local people and groups is more likely to be used by them.

This list is not inclusive or exhaustive, but representation from 6 local people/groups will encourage two-way dialogue with residents prior to the consultation.

Key Project Roles and Responsibilities

- **Project Client** - Paddock Wood Town Council
- **Project Management** – Jonathan White, TWBC/ KCC
- **Project Officer** - Nichola Reay, PWTC
- **Media and Press Liaison** - Nichola Reay, PWTC or a relevant member of the working group

Critical milestones – *this section needs to be developed with projected dates to provide a timeline (a basic gant chart might be most useful here)*

- Select location / public consultation
- Design development
- Submission of a planning application
- Start on site

Communication

Effective communication with the public is required to ensure people are aware of the plans to build a community centre and provide regular information prior to the consultation.

- Minutes of the CCWG and Board will be posted on PWTC website
- A communication strategy will be agreed with a timeline for communication with the public (include in the gant chart), using local publications, PWTC website and social media.
- Allocate a lead for communication
- Provide information to schools, businesses and local organisations