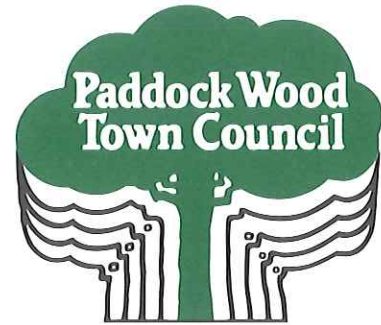


Nichola Reay
Clerk to the Council



To: Paddock Wood Organisations

30th January 2018.

Dear Organiser/Secretary

PADDOCK WOOD COMMUNITY CENTRE

Paddock Wood Town Council is inviting interested groups & organisations in the town to appoint a representative to join the new community centre working group. The role of the working group is to:

- Prepare and oversee a project plan for the development of a community centre, with proposed timelines.
- Obtain architects drawings and costings for the project.
- Make amendments to the plan as necessary and prepare for planning permission.
- Take responsibility for planning, budgeting and monitoring expenditure of the project and report back to the board on these matters.
- Identify sources of funding and possible anchor tenants
- Liaise with relevant authorities and organisations to ensure all necessary permissions are obtained.
- Investigate and identify support for the Community Centre through engagement with local residents
- Encourage involvement from the whole community, recording and analysing views and opinion through a range of mechanisms.
- The Project Manager will report progress to the Board monthly. Papers will be circulated to the Board at least one week in advance of the meeting.

The working group meets on the second Tuesday of every month at 1.30 pm in the Town Council office. It is anticipated that as the project progresses the number of meetings will increase to two a month.

If your organisation would like to appoint a representative to the working group please contact me using the details below by the 28th February 2018. A copy of the governance documents is attached for your information. The Town Council will consider requests to join the working group at its meeting on the 19th March 2018.

Yours sincerely

Nichola Reay
Clerk to the Council