

**Sevenoaks Town Council**  
**Minutes of the Community Centre User Group Meeting held at the Sevenoaks Community**  
**Centre on Wednesday 7<sup>th</sup> February 2018 at 7.00pm**

**Present:**

Cllr Simon Raikes	Sevenoaks Town Council (Chairman)
Cllr Andrew Eyre	Sevenoaks Town Council
Cllr Robert Piper	Sevenoaks Town Council
Linda Larter MBE	Sevenoaks Town Council
Liz Hodgson	Sevenoaks Town Council
Stewart Armstrong	Knole U3A
Janet Davies	Sevenoaks Day Nursery
Jim Garlinge	Otford Bridge Club
Pamela Holmes	The Arts Society-Knole
Bryan Miles	Tea Dance
Bryan Richardson	Sevenoaks District Arts Council
Nick White	U3A
David Williams	PROBUS and also North West Kent Family History

**Apologies for Absence were received from:** Cllr. Marilyn Canet, Cllr. Richard Parry, Rosemary Pay (The Arts Society), Sue Birch (Sevenoaks Greater World Spiritualist Church).

Cllr Raikes chaired the meeting.

**470. Minutes of the Meeting of the Community User Group held on 27<sup>th</sup> September 2017**

**RESOLVED:** To accept and sign the minutes of the meeting as a true record.

**471. Matters Arising**

- a) **Tea Dance** A written report about how the Tea Dances were originally set up by Sevenoaks Town Council for the community, together with a poster advertising the Tea Dances were passed around. Bryan Miles was thanked for running the weekly dances and Cllr Eyre suggested that the other volunteers should also be thanked for their time.
- b) An Internal Audit Report dated 8<sup>th</sup> January 2018 suggested that the weekly collection of Tea Dance money from participants should be clearly recorded. A weekly form is now completed by the caretaker recording the amount collected together with the number of attendees and the amount spent on refreshments.
- c) The weekend of the 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> May had been identified for Shaw's Leisure to set up a fairground in the grounds of the Community Centre. The aim was to hold the fairground when the centre's facilities were not being used. Jim Garlinge asked to be notified if this would go ahead as Otford Bridge Club would consider using another venue on the Friday.

On confirmation of the event hirers and Sevenoaks Day Nursery would be informed.

**472. Bat and Ball Station Building**

The Heritage Lottery Fund had agreed a grant of £755,600. The contractor Lingard would carry out the building works expected to start 12<sup>th</sup> March with an estimate of completing in 24 weeks. Negotiations for the supply of utilities was ongoing. Nick White (U3A) expressed concern about a possible increase in the Community Centre car park usage during peak hiring times from hirers of the Bat & Ball Station and commuters. Sevenoaks Town Council would consider putting in place parking restrictions with patrolling by staff, if necessary.

**473. Bat and Ball Centre Development**

Planning issues were still being addressed and it was anticipated that the final plans would be approved in the next couple of months. Appropriate planning application would then take place following which the building contractor would then be able to give an estimate on the build cost and time. It was hoped that work on the Centre would be in 2019.

**474. Matters Arising from the Previous Meeting**

There were no further matters arising from the previous meeting.

**475. Quality of Service Feedback**

All hirers attending the meeting commented on the friendliness and good service given by the caretaker, Martin Dix, on preparing the rooms for hire on weekdays. Nick White praised Kevin Watson for his help in setting up for the September 2017 meeting of U3A. Nick mentioned that they had experienced problems when using a hand held microphone at a more recent meeting. This was later identified as belonging to U3A and was not Sevenoaks Town Council's property.

Jim Garlinge (Otford Bridge Club) said they were in general very happy with their hire of the Small Hall but felt that the décor was starting to look a bit tatty.

**476. Dates of Next Meetings**

The next Community Centre User Group meeting would take place on 25<sup>th</sup> April 2018 at 7pm. Further meetings for 2018 are scheduled for:

20.06.2018

15.08.2018

17.10.2018

There being no further business the Chairman closed the meeting at 7.25 p.m.

Signed .....

Chairman

Dated .....