**Appendix 1 - Cranbrook Community Centre  
 – The history of the site development**

In the year 2000, a Millennium Trust was set up to raise £100,000 to build a community centre.

Carol Gower and the late Anita Stemp started running coach and theatre trips. This has grown into a small industry, giving a great deal of pleasure to thousands of people over the last 20 years, with the proceeds intended for the Community Centre.

Fund raising stalled because no site had been identified.

The Ball field cannot be built on due to covenants, and at the time other land was not available.

The need for a community centre was written into the Parish Plan of 2002

The search for land continued and there were several false starts – beside the Coop Store, behind the Coop store, on a rebuilt library site, and then the question of the redundant Council offices arose.

In 2008 TWBC decided to shut their local office in Cranbrook, which had previously been the offices of the Rural District Council. It was used by Age Concern to transport about 50 elderly people together each week for lunch and a chat. There were also offices where they could see a chiropractor and Citizen’s Advice. All of this stopped in 2008.

As the result of the uproar, TWBC then employed a consultant, Urban Practitioners, to help define what should go in a community centre, how it might work, size of rooms, who would use it etc and also where it should go.

Wilkes Field was identified by the report as the best site, being of a good size and central, but it was not available.

In February 2011, there were several public meetings, consultations and a report on a way forward produced. The Millenium Trust planned to build a multi-use building on the TWBC site with part rented offices, part community centre, to make a financially self-sufficient development.

TWBC sold the Council offices site for about £2 million and Horsley Place was built by McCarthy Stone. The opportunity had disappeared, but TWBC extracted a financial agreement from McCarthy Stone to contribute £400,000 towards a community centre.

TWBC / KCC suggested a redevelopment of the library site in 2009, but this was shelved by KCC. The community parts of the building were on the first floor –so not a viable alternative.

Sometime around this, Cranbrook Engineering and Wilkes Field were both purchased by Guy Johnson. Cranbrook Engineering buildings were lent to the Hospice in the Weald while planning permission was gained for a redevelopment of the workshops and frontage on Stone street. Wilkes field was not included in the plan.

The Community Centre group, as the Millennium Fund group had renamed itself for clarity of purpose, approached Mr Johnson to ask if he would give them a piece of land for community use. A proposition was developed for Mr Johnson to give a part of Wilkes Field to the Community while he developed housing on the remains of the field.

This proposal was evaluated by TWBC and agreed in principle.

Finally a piece of land was available in the centre of town, between the 2 main car parks, and level walking from the High Street and immediately across the bridge from the Frythe.

The Millennium Trust decided to approach a local design and build firm, Direct Line Construction, to draw up a potential building to cover the site, with the criteria of:

* Affordability
* Space availability, based on the research output from Urban Practitioners
* Ability to rearrange room layouts in the future (hence a steel frame)
* Low running cost – maintenance and power requirements.

The Millennium Trust fund paid for these plans.

The build cost was £1.9 million for a 1500 square metre modern building with an extensive roof shaped like an eyelid.

These plans were not liked by the planners and some members of the Parish Council and were not advanced.

In the December 2014, the Parish Council passed a resolution to build a community centre, and the development responsibility was taken over by the parish as Mr Johnson stated that he was gifting the land to the Parish Council, NOT the Community Centre group.

Francis Rook, as chair of the Parish Council took over the project.

The Parish passed a further resolution on 22 October 2015 to build a community centre, and this has been the mandate under which the next stage of the project has been undertaken.

The architects Taylor Roberts designed an ‘iconic’ building, working TWBC planners and the Parish to deliver plans for a building of 1200 square metres, with a build cost of £4.3 million.

These plans were submitted along with Mr Johnson’s housing plan and passed by the planning committee in TWBC on 7 October 2016.

At last we seemed to have a piece of land AND planning permission – the 2 key requirements to start to raise funds.

A parish wide survey was held to ask if parishioners wanted to take out a loan to pay for the construction. A number of councillors actively discouraged approval by anonymously leafletting many addresses, and the survey showed a lack of support for a loan from the Public Works Loan Board. The financial terms were 2.6% fixed for 50 years.

This meant that whatever happened, the plans would need to be value engineered or simplified to make them more affordable, perhaps requiring new planning permission.

The issue of access to the site though the car park became an issue which took 5 years to agree.

While the land is owned by TWBC, it is leased to the Parish Council, but the COOP has control over the access across the car park.

This meant that the Coop became engaged in the legal issues, and originally sought considerable compensation to agree access for the housing and community centre.

In January 2020 the access arrangements were finally agreed between the Parish, TWBC, the developer and the Coop.

However, during this time more developments took place.

TWBC made the construction of 4 community centres across the Borough a key priority and pledged £400,000 toward the Cranbrook building. This was paid to the Parish Council in early 2020.

The KCC library expressed an interest in taking 220 sq metres for a new library, open longer hours and with office for births and deaths registration services.

We worked with the GPs for 4 years to consider a new surgery which would house more GPs and some (as yet undefined) clinical spaces. The local CCG (Clinical Commissioning Group) became interested and after a site survey, chose the Wilkes Field as the best option of those available.

The surgery is intended to be self-contained with no interface with the community centre.

The NHS will rent the premises, paying a commercial rent. The Parish, as the developer, will own the building and land, and any profit will be used in the Parish for whatever the Councillors decide.

Given the topography of the site there would be challenges as to how the building would fit.

In late 2019 the Tanyard dental surgery was put on the market, and eventually the Parish council decided to purchase it for £240,000, using some of the TWBC fund.

This purchase gives valuable access through the Tanyard car park, direct to the community centre on the lower ground floor, plus dedicated parking and potential building land.

In January 2020, when the access agreements were signed, TWBC transferred the public toilets in Crane Lane to the Parish. The new development on Wilkes Field means the sewer would be disconnected, and the new toilets will be located in the Centre.

Through the efforts of the council, the Parish now owns land from the end of Crane Lane to the Tanyard car park and all the way up the Crane Valley to the end of the board walk.

This is the blank sheet of paper for the architect.

Kim Fletcher  
December 2020

**Below is a list of Full Council Resolutions relating to this project:**

**Extraordinary Meeting 22.10.15**

**143: COMMUNITY CENTRE**

Cllr. Veitch the proposed that Cranbrook & Sissinghurst Parish Council confirms its support for a community centre on Wilkes Field. This was seconded by Cllr. Rook and all Members voted for the motion, except Cllrs. Hartley and Kemp who voted against. Therefore, the motion was carried.

**Full Council 11.10.18**

**109/18: Community Centre:**

Motion proposed by Cllr. Fletcher, seconded by Cllr. Beck:

“The Parish Council is given authority to sign the legal documents for Rights of Access and Land Transfers relating to the Community Centre on Wilkes Field”

Cllr. Fletcher proposed the motion as detailed on the agenda, seconded by Cllr. Beck, a vote was taken, 10 Members voted in favour, with Cllr. Hartley the only councillor voting against and therefore the motion was carried.

**Full Council – 13.02.20**

**140/19: Community Centre: Presentation on the Project Planning by Carl Meewezen:**

A few minor amendments were suggested to the papers present. With these agreed, *Cllr. Fletcher proposed that the Parish Council agrees that the Community Centre project commence, per the project plan, with the resources and governance set out in the paper presented. This was seconded by Cllr. Beck and agreed. One member voted against the motion.*

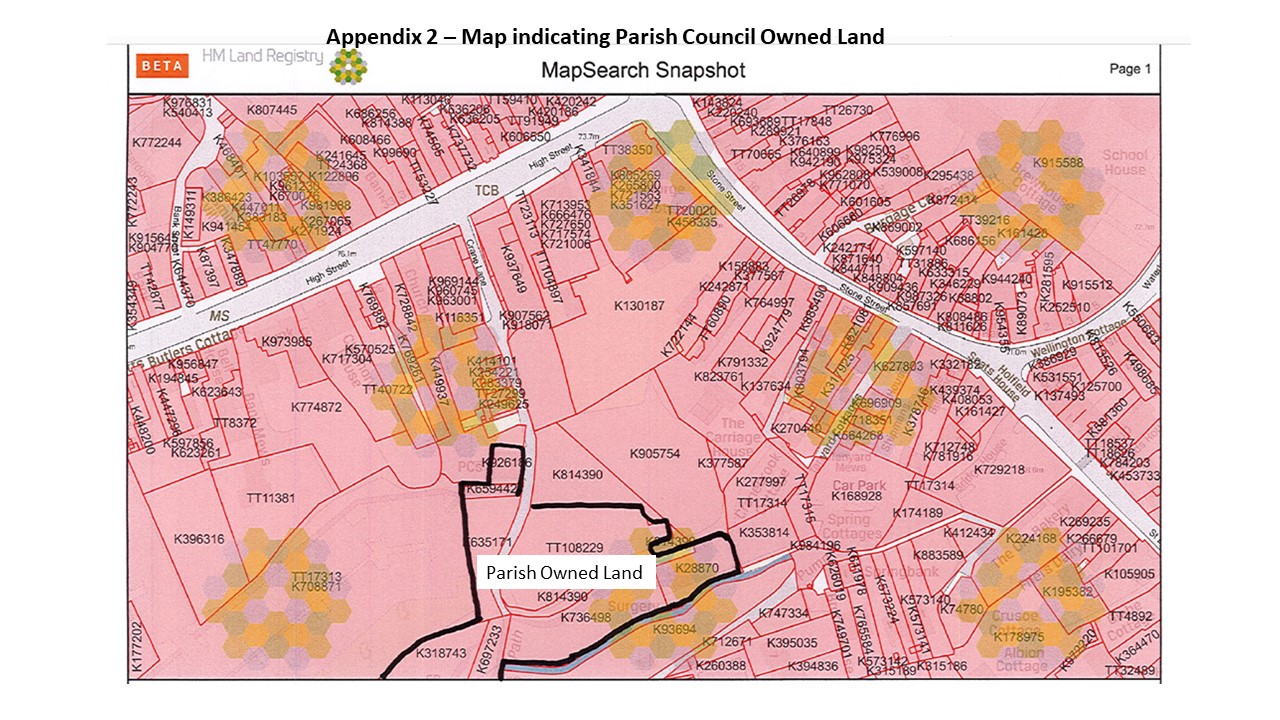
**Full Council – 12.03.20**

**155/19: Community Centre:**

*Cllr. Fletch proposed that we approve expenditure up to £5,000 for communication and consultation with the community to establish their wishes and concerns in relation to Cranbrook Community Centre to include a special edition of Parish Cake.*This was seconded by Cllr. Beck with eleven members voting in favour of the motion and two members abstaining.

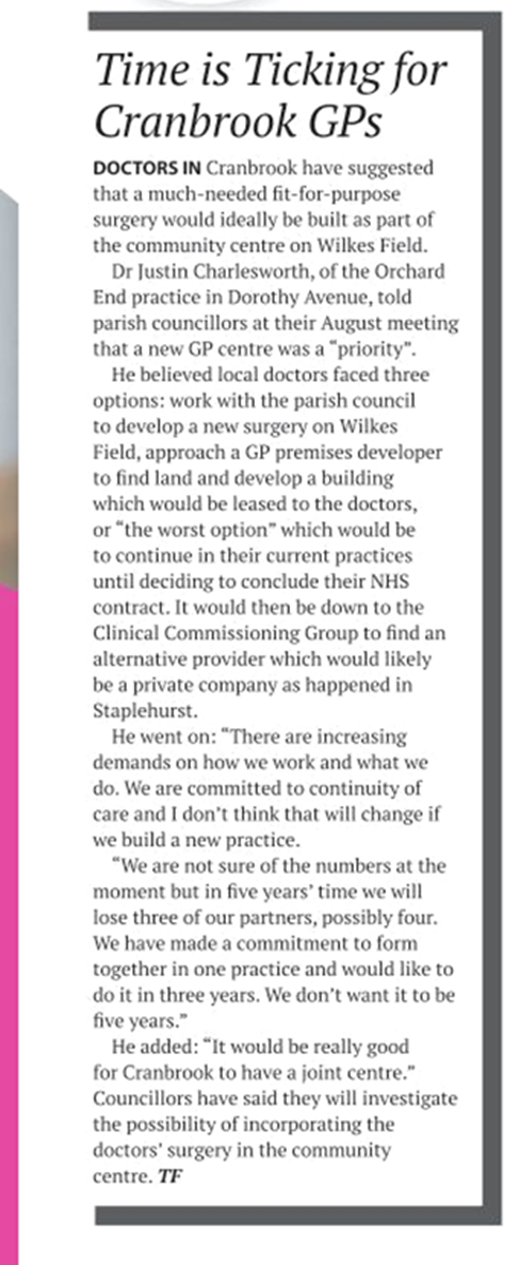
*To approve expenditure up to £15,000 to allow for any necessary topographical surveys and evaluations or any associated costs in relation to recently acquired land. This was seconded by Cllr. Gilbert and agreed unanimously.*

*Cllr. Fletcher proposed that Cranbrook & Sissinghurst Parish Council resolves that to complete the purchase of Tanyard Dental Surgery for £230,000, the Tranfser Deed (TRI) approved by the Council’s solicitor for the transaction can be executed in accordance with the Council’s Standing Order 23. Eleven members voted in favour of the motion, two voted against.*



**Appendix 3 - Requirement for Medical Centre**

**Parish Cake Winter 2019, p37**

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In addition – recent Covid discussions with the GPs indicate that in December 2020 they are unable to store and distribute the Covid vaccine locally, but a medical centre would have the equipment to enable them to do this and have the space to vaccinate the population faster

**Appendix 4 – Risk Register**

[**https://cranbrookandsissinghurstpc.co.uk/wp-content/uploads/2020/12/Cranbrook-CC-Risk\_Opportunity-Register-MASTER.docx**](https://cranbrookandsissinghurstpc.co.uk/wp-content/uploads/2020/12/Cranbrook-CC-Risk_Opportunity-Register-MASTER.docx)

**Appendix 5 - Community Centre Needs/User Requirements**

The Need for a Community Centre in Cranbrook

1. The need for a Community Centre in Cranbrook has been documented in surveys and reports over the last 15 years. With the increasing population the demand has grown rather than decreased. Future housing developments will only serve to increase the need for a central Community Centre.

2. All the surveys and polls show a significant desire from the population for a Community Centre. The Public Consultation and Public Presentation in August and September 2014 generated a major interest and support, with over 70 sets of written comments, the vast majority of which were in support of both the concept and the design.

The common themes are that:

• a central community facility is necessary for a thriving community spirit

• current facilities are inadequate for several reasons, including accessibility, suitability and availability

3. The need has been significantly increased by the loss of the Council Offices in Cranbrook in 2009, as well as the loss to community use of many function rooms in and around Cranbrook and Sissinghurst.

4. The loss of these various meeting places and function rooms has directly impacted the community health and vitality in Cranbrook. The lack of suitable places to meet has reduced the number of community and social groups that meet in Cranbrook, and does not attract those from the surrounding area. Many of the groups previously meeting in the now demolished Council Offices never found another suitable meeting place in Cranbrook or had to reduce their activities.

5. Evidence of the reduction in community groups comes from the fact that several of the groups listed in the Urban Practitioners Report of 2011 either now do not exist or do not meet in Cranbrook. Further evidence comes from the fact that when the Parish Clerks contacted the list of local groups in 2014 less than 20% responded.

6. The main facilities that are for hire, such as the Vestry Hall and Church House, are often fully booked, in spite of being unsuitable for those with impaired mobility, both for access to the building and access to the toilet facilities. The Vestry Hall is over 150 years old and the main access is via steep stone steps. The disabled access is up even more steps or a steep uneven cobbled slope which is unacceptable. Access to Church House is up the same cobbled slope or steps. The Vestry Hall is

used as Cranbrook’s Polling Station, and lack of accessibility disadvantages those wishing to vote in person.

7. Other facilities for hire are within the local schools. This means that groups struggle to secure bookings during school terms as the school events take priority, and again in school holidays, when the facilities are closed. Primary School facilities are not always suitable for adult groups.

8. In common with the rest of the UK, the number of people that are ageing and have mobility problems is increasing. These residents need somewhere to meet on a regular basis that has easy access. Currently on one day a week they lunch at the Church of England Primary School. It would benefit them if there was somewhere to meet, socialize, and have a hot meal more often, and all the year round, rather than just during school terms. Previously Age Concern organized a weekly lunch at the former Council Offices.

9. There are no Adult Education courses at all scheduled for Cranbrook or Sissinghurst.

10. It is hoped and expected that the planned multi-use community centre will have a major and beneficial impact on the social and economic well-being of Cranbrook and Sissinghurst. Cranbrook should be seen as a focus for social and economic activity for the smaller villages in the surrounding area. Tunbridge Wells Borough Council has recognised that Cranbrook is at the heart of a well-connected network of villages and hamlets which provides a local focus in the countryside for the community.

Loss of Alternative Function Rooms

• The Council Offices

• The Ballroom above Cranbrook Engineering

• The Kingdom Hall

• The function rooms above the White Horse public house

• The function room at the George Hotel

• The function room at the Duke of Kent public house, Hartley

• The function room at the Bull public house (now the Milk House), Sissinghurst

• The Civil Defence Hall

• The Drill Hall

• St David’s Bridge Working Men’s Club

• The Wilsley Hotel

• Hartley Mount Hotel

• Kennel Holt Hotel

• The Red Cross Centre

• Hartley Chapel

Community Centre User Requirements Consultation Results

Different Sized Rooms for Varying Numbers of People:

* 15-25 for smaller meetings and talks, 150 for monthly meetings (U3A)
* 8-60 for rehearsals and possibly smaller performances (CODS)
* 12 – 100 for functions (women’s group, U3A, public meetings, history society, tiny tots)
* 8 – 10 ‘mindfulness’ classes
* 15-18 Pilates classes
* 60 plus singing/drama/dance classes (YT93)
* 50 for lunches (Age Concern via email)
* Chess Club currently meets in the library

Facilities Requested:

* Plenty of tables for indoor/outdoor markets, fetes etc
* Ability to power outside
* Good wifi and internet speed
* Storage for display boards, speaker system etc (4 cu metres)
* Storage for pop-up gazebo
* Kitchen
* Seating for up to 150(!)
* Larkins Bar
* Large flexible space, suggesting 3 linked rooms with sound proofed screens, 1 to seat 12-20, 2 to seat 21-50, 3 to seat 51-100. Linked by central small kitchen with hatches
* Tiered seating (for up to 500!)
* Staging or stage
* Separate smaller rooms
* Good disabled access
* Quiet area (for study)
* Public toilets
* Large kitchen and capability to serve 50 lunches, with access for minibuses to deliver the elderly, and space for volunteers and wheelchairs (age concern)

Other comments:

* Needs a team to actively promote use, promote tourism
* Hourly as well as longer rates for rental of rooms
* Investment in additional parking, small local transport to encourage users
* Vestry Hall could become Kino!
* Speak to local village halls, where newish, and running for a while, how do they function, what would they change? Egerton, Benenden, Kilndown
* Don’t over price spaces, would only be used if a good alternative to existing facilities

**Appendix 6 - Cranbrook Community Centre Equality Impact Assessment**

**Partners:**

Cranbrook & Sissinghurst Parish Council and Tunbridge Wells Borough Council

**Name of policy, procedure, project or service**

Cranbrook Community Centre

**What is being assessed?**

Capital Project

**Responsible Owner/ Senior Officer**

Cranbrook Community Centre Project Board

*Update each revised version below and in the saved document name.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Date** | **Comment** |
| 0.1 | Clare | 19/10/20 | Initial draft |
| 0.2 |  |  |  |
| 0.3 |  |  |  |
| 0.4 |  |  |  |
| 0.5 |  |  |  |
| 0.6 |  |  |  |
| 0.7 |  |  |  |
| 0.8 |  |  |  |
| 0.9 |  |  |  |
| 0.10 |  |  |  |
| 0.11 |  |  |  |
| 0.12 |  |  |  |

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Issue** | **Version** |
| Cranbrook & Sissinghurst Parish Council | Parish Clerk |  |  |
| Cranbrook Centre Project Board | KCC  TWBC  C&SPC |  |  |
|  |  |  |  |
| Cranbrook and Sissinghurst Parish Council | C&SPC |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Characteristic** | **Could this policy, procedure, project or service affect this group less favourably than others in Kent? YES/NO**  **If yes how?** | **Assessment of potential impact**  **HIGH/MEDIUM**  **LOW/NONE**  **UNKNOWN** | | **Provide details:**  **a) Is internal action required? If yes what?**  **b) Is further assessment required? If yes, why?** | **Could this policy, procedure, project or service promote equal opportunities for this group?**  **YES/NO - Explain how good practice can promote equal opportunities** |
| **Positive** | **Negative** | **Internal action must be included in Action Plan** | If yes you must provide detail |
| **Age** | No   * New build facility will be fully compliant (fully compliant with part L and part M of building regs). | High | Low | The development will provide greater access to a community facility by ensuring that all areas of new build are fully compliant with the latest legislation.  Services will be designed inclusively with the needs of all users in mind.  The Centre will be fully inclusive with additions such as disabled toiletsand design of space will consider all age needs including for example the potential for providing a buggy park area and access to services on other floors will be via lift(s) where needed.  No further action is required. | Yes - bringing together customer groups which have not previously interacted supports community and intergenerational cohesion.   * Furniture/seating needs to be for all ages * Clear signage * Services are for people of all ages * Library stock shaped around the mosaic and demographic profile of Cranbrook & Sissinghurst * Layout to be designed with all user needs in mind. * Induction loop system for those with hearing difficulties. * Easy read leaflets, signage |
| **Disability** | Yes   * Proper disabled parking needs to be allocated. * Disabled toilets should be provided to allow for greatest access for customers and service users. * Customer with learning disabilities may require support accessing services | High | Medium | The development of Cranbrook Centre will provide greater access to the building by ensuring that all areas of new build are fully compliant with legislation.  No further action required. | Yes – bringing together customer groups which have not previously interacted, supports community cohesion.   * Disabled toilets to be put in place * Access officers involved at each stage of design process * Induction loop system for those with hearing difficulties. * Vision and hearing impaired – sign over, email/web facilities, call queuing arrangements. * Blind community – Inclusion of brail instructions where and if necessary * LRA Offers to specific groups (eg those with visual impairments or learning disabilities) are promoted to individuals and to organisations that support those individuals * Layout and furniture to consider all needs and circulation needs around the building. * A single meet and greet desk for all services in the Centre enabling easier linkage and referral to necessary services |
| **Gender** | No – services for all | Low | Low | No | Yes |
| **Gender identity** | No | Low | Low | No | Yes   * All staff will seek to have equalities and diversity awareness training. * Gender neutral toilets. |
| **Race** | No | Low | Low | The Centre is being designed for all the community: signage will be in English. The Centre will include the use of volunteers. The language used on the library self service units can be changed subject to feedback from customers. The choice of languages will be reviewed to ensure that it meets the demographic profile of Cranbrook & Sissinghurst.  No further action required. | Yes   * The library will stock books in other languages that match the population needs of Cranbrook. Books can also be requested from across the county * The Parish Council could look to provide improved access to community support for any identified minority groups as part of the project. * Community rooms could deliver Adult Education classes to help literacy levels or other learning needs * Community spaces will be available for all community groups to use. |
| **Religion or belief** | No | Low | Low | No | Yes   * Services for all, people from different faiths with all be able to use the community space. * Information, including library stock, available on all faiths |
| **Sexual orientation** | No | Low | Low | No | Yes   * Libraries & Archives hold a regular LGBT month every year which promotes books and other material from LGBT authors, as well as containing book stock to meet all needs * Staff training on equality and diversity |
| **Pregnancy and maternity** | No | Low | Low | No | Yes   * The facility will have a baby change facility * LRA book stock will include information books to support pregnancy and maternity. |
| **Marriage and Civil Partnerships** | No | Low | Low | No | Yes   * Licenced officiants able to hold ceremonies |
| **Carer's responsibilities** | No | Low | Low | No | * LRA Offers to adult carers (including LAC carers and those with elderly relatives) and to young carers are promoted to individuals and to organisations that support those individuals * The building will enable carers to bring people to events/activities to |

**Part 1: INITIAL SCREENING**

|  |  |  |
| --- | --- | --- |
| **Low** | **Medium** | **High** |
| Low relevance or Insufficient information/evidence to make a judgement. | Medium relevance or Insufficient information/evidence to make a Judgement. | High relevance to equality, /likely to have adverse impact on protected groups |

**Proportionality** - Based on the answers in the above screening grid what weighting would you ascribe to this function

The development of the Centre will provide a number of enhancements to Cranbrook which includes the KCC Library, GP surgery & community rooms. It will provide better access to public services for all sectors of the community. The project will deliver a greater mix of services in one location to meet the needs of the local community.

Context

Cranbrook Community Centre is an exciting project designed to integrate public service provision to meet the needs of a diverse and growing community.

The Key partners on the development are;

* Libraries, Registration & Archives (KCC)
* Cranbrook & Sissinghurst Parish Council
* Tunbridge Wells Borough Council
* Cranbrook GPs (x3 separate entities who will be combining to become one)

The proposed services in the Centre are proposed as;

* Cranbrook Library
* Community space available for rent to all, helping to attract other public and voluntary community services
* Medical centre
* Meeting square and associated open space

The project is driven by a shared objective to provide community space in the town centre of Cranbrook by improving facilities and access to local public services for all, offering high quality customer care and exploiting the potential offered by joint working.

Customer access will be developed to ensure equal access for all services including providing meeting spaces which can accommodate family requirements and wheelchair access for customers living with a disability.

Central to this vision is the desire to create an attractive, modern customer focused environment with a range of integrated facilities. The aim is to make the facility a community centre for everyone which will act as a focal point for the town and provide a large community space at the heart of Cranbrook. It will endeavour to provide a wide range of community organisations with the facilities they need and ensure that customers receive a seamless service that leads to increased use of all services in the building and high levels of customer satisfaction.

The Project is consistent with Cranbrook and Sissinghurst Parish Council in the following ways:

* It reflects the Standing Orders and principles of the Parish.
* It reflects the policies of the Neighbourhood Development Plan.

The Project is consistent with TWBC strategic policy in the following ways:

TWBC Five Year Plan 2017-2022

This Five-Year Plan sets out the vision for the borough.

‘Our vision is to encourage investment and sustainable growth and enhance quality of life for all. Focusing on activities that support prosperity, wellness and inclusivity, the borough will be a more attractive place to live, work and visit.’

It is recognised in the plan that larger towns such as Cranbrook are essential focal points for the local economy and access to services.

The Cranbrook community centre project falls broadly within the theme in the plan that identifies: ‘Supporting activities in the borough that encourage prosperity, wellness and inclusivity’

The plan states that the borough council will work to support the development of Community Centres in the borough and will continue to work with Cranbrook and Sissinghurst Parish Council increase the availability of local services in the heart of the communities and so enhance quality of life of residents.

Project fits KCC strategic policy in the following ways:

Increasing Opportunities, Improving Outcomes: Strategic statement 2015 -2020

Kent residents enjoy a good quality of life, and more people benefit from greater social, cultural and sporting opportunities.

Aims and Objectives

The community centre will support community activity through the following objectives:

* To bring forward a top-quality facility which is energy efficient, meets equality standards, fit for purpose and is highly visible and recognisable to the local community;
* To provide customers with seamless service enabling them to carry out multiple transactions from one location;
* Deliver savings via service modernisation;
* Look to minimise facility revenue costs through a more efficient building;
* To deliver on asset collaboration with a number of public sector organisations;
* Provide partners with an enhanced flexible, long-term community asset able to facilitate numerous forms of service delivery;
* Improve access to a wide range of services from a variety of partners;

Beneficiaries

The main beneficiary of the new community centre would be local residents, who would be provided the opportunity to access a wide range of public and third sector partners.

Other beneficiaries include:

* Residents of Kent
* Visitors to Cranbrook
* All services & partners involved in the project

**Consultation and data**

Numerous consultations will take place during the project delivery. To date the Parish Council has publicised the project in the Parish Cake magazine since Summer 2017, and there is now a live email address for comments and feedback: cranbrookcommunitycentre@gmail.com

We regularly advertise this as the main portal for comment on the project.

Age and Gender

The following tables set out the age and gender for Cranbrook & Benenden ward and Sissinghurst and Frittenden ward based on mid-year 2018 estimates from the office of national statistics. This information will be used to determine how balanced a response rate the consultation receives.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Health & Disability** | |  | |  |  |  |  |  |  |
|  | *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS303 & QS302* | | | | | | | |  |
| **2011** | |  | **Benenden and Cranbrook** | | | **Tunbridge Wells** | | **KCC Area** | |
|  | | **No.** | |  | **%** | **No.** | **%** | **No.** | **%** |
| **ALL PEOPLE - Total** | | **7,799** | |  | **100%** | **115,049** | **100%** | **1,463,740** | **100%** |
| Day-to-day activities limited a lot | | 496 | |  | 6.4% | 6,972 | 6.1% | 116,407 | 8.0% |
| Day-to-day activities limited a little | | 682 | |  | 8.7% | 9,399 | 8.2% | 140,631 | 9.6% |
| Day-to-day activities not limited | | 6,621 | |  | 84.9% | 98,678 | 85.8% | 1,206,702 | 82.4% |
| **General Health - all people** | | **7,799** | |  | **100%** | **115,049** | **100%** | **1,463,740** | **100%** |
| *Very good health* | | *4,007* | |  | *51.4%* | *59,156* | *51.4%* | *683,205* | *46.7%* |
| *Good health* | | *2,574* | |  | *33.0%* | *38,656* | *33.6%* | *510,399* | *34.9%* |
| *Fair health* | | *880* | |  | *11.3%* | *12,788* | *11.1%* | *194,931* | *13.3%* |
| *Bad health* | | *266* | |  | *3.4%* | *3,550* | *3.1%* | *58,536* | *4.0%* |
| *Very bad health* | | *72* | |  | *0.9%* | *899* | *0.8%* | *16,669* | *1.1%* |
|  | |  | |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Health & Disability** |  |  |  |  |  |  |
| *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS303 & QS302* | | | | | |  |
| **2011** | **Frittenden and Sissinghurst** | | **Tunbridge Wells** | | **KCC Area** | |
|  | **No.** | **%** | **No.** | **%** | **No.** | **%** |
| **ALL PEOPLE - Total** | **2,180** | **100%** | **115,049** | **100%** | **1,463,740** | **100%** |
| Day-to-day activities limited a lot | 135 | 6.2% | 6,972 | 6.1% | 116,407 | 8.0% |
| Day-to-day activities limited a little | 192 | 8.8% | 9,399 | 8.2% | 140,631 | 9.6% |
| Day-to-day activities not limited | 1,853 | 85.0% | 98,678 | 85.8% | 1,206,702 | 82.4% |
| **General Health - all people** | **2,180** | **100%** | **115,049** | **100%** | **1,463,740** | **100%** |
| *Very good health* | *1,107* | *50.8%* | *59,156* | *51.4%* | *683,205* | *46.7%* |
| *Good health* | *748* | *34.3%* | *38,656* | *33.6%* | *510,399* | *34.9%* |
| *Fair health* | *224* | *10.3%* | *12,788* | *11.1%* | *194,931* | *13.3%* |
| *Bad health* | *82* | *3.8%* | *3,550* | *3.1%* | *58,536* | *4.0%* |
| *Very bad health* | *19* | *0.9%* | *899* | *0.8%* | *16,669* | *1.1%* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ethnicity** |  |  |  |  |  |  |
| *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS201* | | | | |  |  |
| **2011** | **Benenden and Cranbrook** | | **Tunbridge Wells** | | **KCC Area** | |
|  | **No.** | **% of all people** | **No.** | **% of all people** | **No.** | **% of all people** |
| **White** | **7,497** | **96.1%** | **109,239** | **94.9%** | **1,371,102** | **93.7%** |
| **BME (not white)** | **302** | **3.9%** | **5,810** | **5.1%** | **92,638** | **6.3%** |
| **White** | **7,497** | **96.1%** | **109,239** | **94.9%** | **1,371,102** | **93.7%** |
| *English/Welsh/Scottish/Northern Irish/British* | *7,205* | *92.4%* | *103,115* | *89.6%* | *1,303,558* | *89.1%* |
| *Irish* | *39* | *0.5%* | *880* | *0.8%* | *10,239* | *0.7%* |
| *Gypsy or Irish Traveller* | *45* | *0.6%* | *322* | *0.3%* | *4,685* | *0.3%* |
| *Other White* | *208* | *2.7%* | *4,922* | *4.3%* | *52,620* | *3.6%* |
| **Mixed/multiple ethnic groups** | ***113*** | ***1.4%*** | ***1,893*** | ***1.6%*** | ***22,107*** | ***1.5%*** |
| *White and Black Caribbean* | *16* | *0.2%* | *414* | *0.4%* | *6,266* | *0.4%* |
| *White and Black African* | *8* | *0.1%* | *222* | *0.2%* | *2,997* | *0.2%* |
| *White and Asian* | *64* | *0.8%* | *787* | *0.7%* | *7,520* | *0.5%* |
| *Other Mixed* | *25* | *0.3%* | *470* | *0.4%* | *5,324* | *0.4%* |
| **Asian/Asian British** | **136** | **1.7%** | **2,903** | **2.5%** | **47,614** | **3.3%** |
| *Indian* | *11* | *0.1%* | *736* | *0.6%* | *18,136* | *1.2%* |
| *Pakistani* | *2* | *0.0%* | *175* | *0.2%* | *2,406* | *0.2%* |
| *Bangladeshi* | *6* | *0.1%* | *513* | *0.4%* | *3,381* | *0.2%* |
| *Chinese* | *84* | *1.1%* | *552* | *0.5%* | *5,978* | *0.4%* |
| *Other Asian* | *33* | *0.4%* | *927* | *0.8%* | *17,713* | *1.2%* |
| **Black/African/Caribbean/Black British** | **41** | **0.5%** | **638** | **0.6%** | **16,216** | **1.1%** |
| *African* | *25* | *0.3%* | *419* | *0.4%* | *11,523* | *0.8%* |
| *Caribbean* | *8* | *0.1%* | *142* | *0.1%* | *3,293* | *0.2%* |
| *Other Black* | *8* | *0.1%* | *77* | *0.1%* | *1,400* | *0.1%* |
| **Other ethnic group** | **12** | **0.2%** | **376** | **0.3%** | **6,701** | **0.5%** |
| *Arab* | *7* | *0.1%* | *122* | *0.1%* | *1,535* | *0.1%* |
| *Any other ethnic group* | *5* | *0.1%* | *254* | *0.2%* | *5,166* | *0.4%* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Ethnicity** |  |  |  |  |  |  |
|  | *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS201* | | | | |  |  |
|  | **2011** | **Frittenden and Sissinghurst** | | **Tunbridge Wells** | | **KCC Area** | |
|  |  | **No.** | **% of all people** | **No.** | **% of all people** | **No.** | **% of all people** |
|  | **White** | **2,160** | **99.1%** | **109,239** | **94.9%** | **1,371,102** | **93.7%** |
|  | **BME (not white)** | **20** | **0.9%** | **5,810** | **5.1%** | **92,638** | **6.3%** |
|  | **White** | **2,160** | **99.1%** | **109,239** | **94.9%** | **1,371,102** | **93.7%** |
|  | *English/Welsh/Scottish/Northern Irish/British* | *2,074* | *95.1%* | *103,115* | *89.6%* | *1,303,558* | *89.1%* |
|  | *Irish* | *19* | *0.9%* | *880* | *0.8%* | *10,239* | *0.7%* |
|  | *Gypsy or Irish Traveller* | *23* | *1.1%* | *322* | *0.3%* | *4,685* | *0.3%* |
|  | *Other White* | *44* | *2.0%* | *4,922* | *4.3%* | *52,620* | *3.6%* |
|  | **Mixed/multiple ethnic groups** | ***11*** | ***0.5%*** | ***1,893*** | ***1.6%*** | ***22,107*** | ***1.5%*** |
|  | *White and Black Caribbean* | *1* | *0.0%* | *414* | *0.4%* | *6,266* | *0.4%* |
|  | *White and Black African* | *1* | *0.0%* | *222* | *0.2%* | *2,997* | *0.2%* |
|  | *White and Asian* | *8* | *0.4%* | *787* | *0.7%* | *7,520* | *0.5%* |
|  | *Other Mixed* | *1* | *0.0%* | *470* | *0.4%* | *5,324* | *0.4%* |
|  | **Asian/Asian British** | **3** | **0.1%** | **2,903** | **2.5%** | **47,614** | **3.3%** |
|  | *Indian* | *1* | *0.0%* | *736* | *0.6%* | *18,136* | *1.2%* |
|  | *Pakistani* | *0* | *0.0%* | *175* | *0.2%* | *2,406* | *0.2%* |
|  | *Bangladeshi* | *0* | *0.0%* | *513* | *0.4%* | *3,381* | *0.2%* |
|  | *Chinese* | *1* | *0.0%* | *552* | *0.5%* | *5,978* | *0.4%* |
|  | *Other Asian* | *1* | *0.0%* | *927* | *0.8%* | *17,713* | *1.2%* |
|  | **Black/African/Caribbean/Black British** | **0** | **0.0%** | **638** | **0.6%** | **16,216** | **1.1%** |
|  | *African* | *0* | *0.0%* | *419* | *0.4%* | *11,523* | *0.8%* |
|  | *Caribbean* | *0* | *0.0%* | *142* | *0.1%* | *3,293* | *0.2%* |
|  | *Other Black* | *0* | *0.0%* | *77* | *0.1%* | *1,400* | *0.1%* |
|  | **Other ethnic group** | **6** | **0.3%** | **376** | **0.3%** | **6,701** | **0.5%** |
|  | *Arab* | *3* | *0.1%* | *122* | *0.1%* | *1,535* | *0.1%* |
|  | *Any other ethnic group* | *3* | *0.1%* | *254* | *0.2%* | *5,166* | *0.4%* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Religion** |  |  |  |  |  |  |
| *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS208* | | | | |  |  |
| **2011** | **Benenden and Cranbrook** | | **Tunbridge Wells** | | **KCC Area** | |
|  | **No.** | **% of all people** | **No.** | **% of all people** | **No.** | **% of all people** |
| **All People** | **7,799** | **100%** | **115,049** | **100%** | **1,463,740** | **100%** |
| Christian | 5,153 | 66.1% | 72,403 | 62.9% | 915,200 | 62.5% |
| Buddhist | 24 | 0.3% | 444 | 0.4% | 6,802 | 0.5% |
| Hindu | 6 | 0.1% | 461 | 0.4% | 10,943 | 0.7% |
| Jewish | 13 | 0.2% | 232 | 0.2% | 1,777 | 0.1% |
| Muslim | 29 | 0.4% | 1,241 | 1.1% | 13,932 | 1.0% |
| Sikh | 2 | 0.0% | 58 | 0.1% | 10,545 | 0.7% |
| Other religion | 35 | 0.4% | 436 | 0.4% | 6,145 | 0.4% |
| No religion | 1,871 | 24.0% | 30,622 | 26.6% | 391,591 | 26.8% |
| Religion not stated | 666 | 8.5% | 9,152 | 8.0% | 106,805 | 7.3% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Religion** |  |  |  |  |  |  |
| *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS208* | | | | |  |  |
| **2011** | **Frittenden and Sissinghurst** | | **Tunbridge Wells** | | **KCC Area** | |
|  | **No.** | **% of all people** | **No.** | **% of all people** | **No.** | **% of all people** |
| **All People** | **2,180** | **100%** | **115,049** | **100%** | **1,463,740** | **100%** |
| Christian | 1,527 | 70.0% | 72,403 | 62.9% | 915,200 | 62.5% |
| Buddhist | 2 | 0.1% | 444 | 0.4% | 6,802 | 0.5% |
| Hindu | 2 | 0.1% | 461 | 0.4% | 10,943 | 0.7% |
| Jewish | 5 | 0.2% | 232 | 0.2% | 1,777 | 0.1% |
| Muslim | 8 | 0.4% | 1,241 | 1.1% | 13,932 | 1.0% |
| Sikh | 0 | 0.0% | 58 | 0.1% | 10,545 | 0.7% |
| Other religion | 8 | 0.4% | 436 | 0.4% | 6,145 | 0.4% |
| No religion | 442 | 20.3% | 30,622 | 26.6% | 391,591 | 26.8% |
| Religion not stated | 186 | 8.5% | 9,152 | 8.0% | 106,805 | 7.3% |

Sexual orientation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Marital Status** |  |  |  |  |  |  |
| *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS108* | | | | |  |  |
| **2011** | **Benenden and Cranbrook** | | **Tunbridge Wells** | | **KCC Area** | |
|  | **No.** | **% of 16+ pop** | **No.** | **% of 16+ pop** | **No.** | **% of 16+ pop** |
| **Population age 16+** | **5,574** | **100%** | **89,556** | **100%** | **1,154,344** | **100%** |
| Living in a couple | 3,439 | 61.7% | 56,138 | 62.7% | 705,406 | 61.1% |
| *Married* | *2,904* | *52.1%* | *44,492* | *49.7%* | *558,238* | *48.4%* |
| *Cohabiting (opposite sex)* | *481* | *8.6%* | *10,818* | *12.1%* | *138,424* | *12.0%* |
| *In a registered same-sex civil partnership or cohabiting (same-sex)* | *54* | *1.0%* | *828* | *0.9%* | *8,744* | *0.8%* |
| Not living in a couple | 2,135 | 38.3% | 33,418 | 37.3% | 448,938 | 38.9% |
| *Single (never married or never registered a same-sex civil partnership)* | *1,102* | *19.8%* | *19,639* | *21.9%* | *259,064* | *22.4%* |
| *Married or in a registered same-sex civil partnership* | *75* | *1.3%* | *1,009* | *1.1%* | *12,576* | *1.1%* |
| *Separated (but still legally married or still legally in a same-sex civil partnership)* | *144* | *2.6%* | *1,765* | *2.0%* | *24,994* | *2.2%* |
| *Divorced or formerly in a same-sex civil partnership which is now legally dissolved* | *402* | *7.2%* | *5,756* | *6.4%* | *76,549* | *6.6%* |
| *Widowed or surviving partner from a same-sex civil partnership* | *S412* | *7.4%* | *5,249* | *5.9%* | *75,755* | *6.6%* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Marital Status** |  |  |  |  |  |  |
| *Source: 2011 Census, The Office for National Statistics (ONS), © Crown Copyright , Table: QS108* | | | | |  |  |
| **2011** | **Frittenden and Sissinghurst** | | **Tunbridge Wells** | | **KCC Area** | |
|  | **No.** | **% of 16+ pop** | **No.** | **% of 16+ pop** | **No.** | **% of 16+ pop** |
| **Population age 16+** | **1,739** | **100%** | **89,556** | **100%** | **1,154,344** | **100%** |
| Living in a couple | 1,228 | 70.6% | 56,138 | 62.7% | 705,406 | 61.1% |
| *Married* | *1,038* | *59.7%* | *44,492* | *49.7%* | *558,238* | *48.4%* |
| *Cohabiting (opposite sex)* | *170* | *9.8%* | *10,818* | *12.1%* | *138,424* | *12.0%* |
| *In a registered same-sex civil partnership or cohabiting (same-sex)* | *20* | *1.2%* | *828* | *0.9%* | *8,744* | *0.8%* |
| Not living in a couple | 511 | 29.4% | 33,418 | 37.3% | 448,938 | 38.9% |
| *Single (never married or never registered a same-sex civil partnership)* | *293* | *16.8%* | *19,639* | *21.9%* | *259,064* | *22.4%* |
| *Married or in a registered same-sex civil partnership* | *22* | *1.3%* | *1,009* | *1.1%* | *12,576* | *1.1%* |
| *Separated (but still legally married or still legally in a same-sex civil partnership)* | *30* | *1.7%* | *1,765* | *2.0%* | *24,994* | *2.2%* |
| *Divorced or formerly in a same-sex civil partnership which is now legally dissolved* | *76* | *4.4%* | *5,756* | *6.4%* | *76,549* | *6.6%* |
| *Widowed or surviving partner from a same-sex civil partnership* | *90* | *5.2%* | *5,249* | *5.9%* | *75,755* | *6.6%* |

**Potential Impact**

**Adverse Impact:**

It is not envisaged that the community centre will provide any negative impacts to protected characteristics following project delivery.

**Positive Impact:**

The development of the community centre will provide a positive impact on the local community, increasing access to public and 3rd sector organisations and providing a full equality compliant building, to support the long-term delivery of public and third sector organisation in Cranbrook Town.

**JUDGEMENT**

**Option 1 – Screening Sufficient NO**

*See Option 3*

**Option 2 – Internal Action Required YES**

*See Option 3*

**Option 3 – Full Impact Assessment NO**

**Sign Off**

I have noted the content of the equality impact assessment and agree the actions to mitigate the adverse impact(s) that have been identified.

***Senior Officer***

Signed:

Name: Clare Bezuidenhout

Job Title: Deputy Parish Clerk

Date: 16.10.20

**Chairman C&SPC**

Signed:

Name: Kim Fletcher

Job Title: Chairman of Cranbrook and Sissinghurst Parish Council

Date: 16.10.20

**Equality Impact Assessment - Action Plan 20 September 2020**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Protected Characteristic** | **Issues identified** | **Action to be taken** | **Expected outcomes** | **Owner** | **Timescale** | **Cost implications** |
| *Disability* | *- Access*  *-Layout* | *-Workshop with access officer to look at any issues has been done and further work is required as part of RIBA stage 4*  *-Consult local access group has been completed* | *Layout that compliments disabled access* | *Jonathan White (JW)* | *As part of build* | *None project has yet to be designed* |
| Disability-Visually impaired | - Need to consult around signage and accessibility | - Consult with any access groups as applicable | Layout informed by feedback | JW | As part of fit out | None costs to be accounted for |
| Disability-Deaf community | - Consult around plans for hearing loop and other services | - If required, set up focus group with representatives from local deaf community to provide advice and general feedback on proposal re. hearing loops | Needs of deaf community taken into account | JW | As part of design development | None costs already accounted for |
| Race | - Need for inclusive services | - If required, visit local community groups (Gurkha, Muslim) to discuss how we can encourage them to use services | Positive influence on design of services | JW | As part of design development  Centre staff to continue this approach in future years | None |
| Age - Older people | - Need for accessible, user friendly service | - Visit local community groups to discuss how we can encourage them to use the Centre | Positive influence on design of services | JW | Throughout the project  Centre staff ongoing in future years as well | None |
| All | Layout and furniture needs to take account of all protectected characteristic group needs | Engage with groups and get specialist advice with needed plus review layout following a period of building being open | Furniture compliments building design and does not create any access issues | JW | Ongoing with layout design and then post building opening | None |
| Race – language | Language needs to be taken account of to ensure services are accessible to all | Engage with community as appropriate to determine any requirements for services to be provided in different languages | Services available for all | JW | Ongoing including after the building is open | None, software already available |

**Appendix 7 – Financial Feasibility Report**

**Separate confidential document containing commercially sensitive information. This is accessible only by Parish Councillors until contracts have been signed with key anchor tenants.**

**Appendix 8 – Project Governance**

# Cranbrook Community Centre Project

**Governance Framework & Terms of Reference**

**Introduction**

Cranbrook and Sissinghurst Parish Council aims to build a community centre incorporating a medical centre and library for the town, encompassing a 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 Wilkes Field in Cranbrook, to provide a focal point for the community.

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

* The need for a community centre was identified in 1999, 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.
* The town is set to grow over the coming years – there are currently planning applications for c800 new houses on various sites around the town. TWBC is committed to building 678 dwellings per annum, this figure may increase with government proposed changes.
* The new developments will generate section 106 contributions which will help pay for the community centre.
* A new multi-GP Medical centre is needed urgently as the 3 current GP surgeries will close within 5 years due to retirement and the NHS no longer supporting single GP surgeries.

The Parish Council aims to build a community centre with a medical centre to meet the growing needs of the people of Cranbrook & Sissinghurst. The centre will seek to be self-funding in the long term with the GPs as an anchor tenant.

## Appendix 1: Cranbrook Community Centre Governance Structure

1. The Community Centre Project is a Parish Council led project run in collaboration with Tunbridge Wells Borough Council and Kent County Council.
2. The Parish Council will approve milestones including the budget and each RIBA stage, while the Community Centre Board will oversee the activity and make recommendations to the Parish Council.
3. **Cranbrook and Sissinghurst Parish Council (CSPC)** - Elected members who are accountable for implementation of the community centre and will make the final decisions, based on recommendations from the Community Centre Board.
4. **Community Centre Board -** Chairman of Cranbrook and Sissinghurst Parish Council, and their deputies, plus representatives from Tunbridge Wells Borough Council and Kent County Council. The board will review project documentation as it arises, including at critical sign off points and make expert advisory recommendations to the Parish Council that will accompany all decision documentation.
5. **Community Centre Management Group -** CSPC Chairman and Parish Councillors, stakeholder representatives (including GPs, KCC Libraries) potential users of the facility (i.e.U3A) and parishioners. 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. The Management Group will be responsible for supporting the day-to-day delivery of the project.
6. **Community Centre Charitable Trust** – A village hall management committee will need to be setup as a Charitable Trust to oversee the ongoing operations of the community centre. This will assist the project by mitigating VAT, business rates and ensuring the charitable organisation can apply for capital grants towards the facility.

## Key Project Roles and Responsibilities

* **Project Board -** Cranbrook Community Centre Board
* **Project Executive -** Cranbrook & Sissinghurst Parish Chairman
* **Project Manager –** Project Surveyor TWBC
* **Technical Project Manager –** to be confirmed
* **Media and Press Liaison** – Parish Clerk

## Critical milestones

* RIBA stage 1 – strategic definition (business case, core project documents)
* TIBA stage 2 – preparation and briefing (budget, objectives, feasibility)
* RIBA stage 3 – concept design (outline proposals for structural design, planning)
* RIBA stage 4 – spatial coordination (technical design)
* RIBA stage 5 – technical design (detailed design)
* RIBA stage 6 – manufacture and construction (start on site)
* RIBA stage 7 – handover (construction complete and defect liability period)

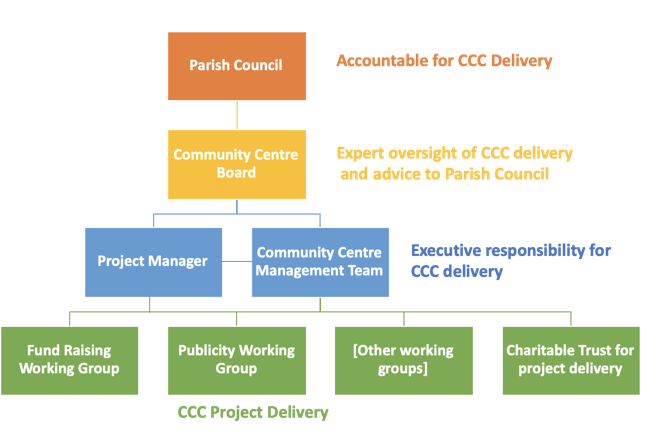
## Communication

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.

* Updates of the project will be presented at each Full Parish Council meeting, and minutes will be available on the parish website.
* As the project progresses all plans will be published on the website as they emerge for consultation with parishioners.
* Communication strategy will be agreed with a timeline for communication with the public (include in the Gantt chart), using Parish Cake, CSPC website and social media.
* Allocate a lead for communication.
* Provide information to businesses, schools and local organisations.

### CRANBROOK & SISSINGHURST PARISH COUNCIL

**COMMUNITY CENTRE GOVERNANCE** **STRUCTURE**



**Cranbrook Community Centre Project**

**Terms of Reference**

The name of the project shall be Cranbrook Community Centre Project. The governance structure indicates three groups within the structure:

* The Community Centre Management Group (CCMG)
* The Community Centre Board (CCB)
* Cranbrook & Sissinghurst Parish Council

CSPC will address issues relating to the community centre project in their normal monthly meetings and for the duration of the project, this project is likely to be a standing item on the main agenda. The following terms of reference relate to the functioning of the CCMG and Board.

#### Aims and objectives

The CCMG will work to provide a facility for community activities (e.g. social events, entertainment, and health related activities), medical centre and library space

* To build a high-quality facility which is energy efficient, meets quality standards, is fit for purpose and is highly visible and recognisable to the local community.
* To provide residents with multiple services at one location and to provide a focus for recreation and entertainment.
* Look to minimise facility costs through more efficient building and services.
* To collaborate with the public sector and other organisations to attract tenants and make the centre financially viable.
* Provide a flexible, long term community facility to meet current & future needs.
* Improve access to a wide range of services from a variety of providers.

#### Cranbrook Community Centre Project Meetings

* The Community Centre Management Group (CCMG) group will meet monthly, at a fixed time each month agreed by working party members.
* The Board will meet monthly on an agreed day and time, to receive a verbal and/or written report from the Project Manager.
* Minutes of the meetings will be recorded to provide an audit trail for decision making and to inform others of agreed actions. These will be circulated to members of the working group at least one week prior to each meeting with relevant documents for consideration. They will also be shared with Parish Council and where appropriate uploaded to the website.

# Role of the Board

* To deliver the Community Centre, and to coordinate activities and inform stakeholders in the project.
* The Community Centre Board has the responsibility of ensuring that the resultant building is:
  + one of which the community can be proud;
  + built within an affordable budget;
  + efficient to manage and maintain;
  + flexible in order to meet current and future uses;
  + compliant with as many of the parish design criteria that is practical within the budget;
  + compliant with agreed NDP policies;
  + compliant with all related regulations;
  + submitted for any relevant planning approvals.
* The Board will provide scrutiny and challenge to the Community Centre Management Party to ensure that all options are explored and appropriate risk assessments undertaken in relation to proposals.
* Scrutiny and challenge will cover the areas of finance (including budgeting and monitoring expenditure of the project), planning and estate management as well as other matters arising during the work.
* Minutes of Board meetings will be recorded, circulated at least one week prior to meetings with all relevant documents and will be sent to the Parish Council.
* The Board will report to Parish Council each month to keep Council informed of progress and to seek agreement for decisions taken.

#### Membership of the Board

* Voting members of the Board will consist of Chairman of the Parish Council and the Chairmen of the Project, and Project planner.
* Non-voting members will be TWBC Officer(s) and Borough Portfolio member for Communities & Wellbeing and KCC Library officers
* Individuals may be co-opted to the Board where specific expertise is required.
* The Community Centre Board will provide access to essential resources, advice and expertise not otherwise available to the Parish Council.
* Board members will consist of:
  + Kim Fletcher - Chairman of the Parish Council (chair)
  + Colin Gilbert– Vice Chairman of the Parish Council
  + Carl Meeweezen – Project planner
  + Jackie Taylor-Smith - Strategic Manager, Business Development KCC
  + Cllr Mackonochie – Portfolio Holder for Communities & Wellbeing
  + Paul Taylor – Director of Change & Communities TWBC & /or Denise Haylett – Head of Facilities & Communities Hubs TWBC
  + Jonathan White – Project Surveyor TWBC
  + Technical Project Manager (TBC)
  + Borough Councillor(s)
  + Parish Clerk.
* In addition to the above, David Rivers representing Guy Johnson (and or subsequent land owner) may be invited to attend as and when required, given the close collaboration which will be needed between the two partners in order to deliver the project.
* Meetings will be held monthly or as and when decisions are required and at a location suitable for board members, anticipated to be either online, TWBC or Cranbrook. The meetings will be clerked, and actions and agreements will be noted.
* The Board may invite other attendees to the meeting to provide specialist advice as required.
* The meeting will be quorate if two of the voting board members are present.
* The costs of the time and expenses of the attendees will be borne by the bodies that they represent.

**Role of CCMG**

* The role of the Management Team is to undertake the actions requested by the Project Board.
* Investigate and identify support for the community centre through engagement with local residents
* Identify sources of funding and possible anchor tenants
* Prepare and oversee a project plan for the development of a community centre, with proposed timelines.
* Make amendments to the plan as necessary and prepare for planning permission.
* Liaise with relevant authorities and organisations to obtain all necessary permissions
* Encourage involvement from the whole community, recording and analysing views and opinion through a range of mechanisms.
* Working groups may be established by this committee to undertake particular tasks, for example, fundraising, communications, furniture fit out and equipment.
* Obtain architects drawings and costings for the project.
* 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.
* Members of the CCMG may form a Board of Trustees who will take over the management of the community centre

**Membership of CCMG**

* The Management Group will be quorate with 50% of the group present.
* Individuals with specialist knowledge and skills required may be co-opted to the Management Group for the duration of specific aspects of the work.
* Working groups may be established by this committee to undertake particular tasks, for example, fundraising, communications, furniture fit out and equipment. Working group leads will be members of the CCMG and will report back to the Management Group at monthly meetings.
* Membership of the Management Group to be approved by the board or CSPC
* Members of the public may attend Management Group meetings.
* The Management Team will be formed of Parish Councillors, stakeholder representatives, and wherever possible, parishioners, with a vested interest in seeing the Community Centre delivered.
* The Management Team will meet each month, or more frequently as required and will report to the Community Centre Board. This meeting will not be clerked but agreements and actions will be noted.
* The Management Team will consist of:
  + Colin Gilbert (Chairman)
  + Carl Meewezen (Finance and Programme Planner)
  + Wendy Waters (Community Engagement)
  + Lee Hatcher (Community Engagement)
  + Bridget Veitch (Planning and Contracts)
  + Robin Beck (Parish Council Financial Controller)
  + Project manager (to be appointed)
  + Jonathan White (Project Surveyor TWBC)
  + Others yet to be agreed
* The Management Team will be run in accordance with Cranbrook and Sissinghurst Parish Council Standing Orders. Non-councillors will be required to commit to compliance with the Parish Council Standing Orders, including the Code of Conduct. Data will be held by the Parish Council in accordance with the General Data Protection Regulations of 2018.
* The technical project manager will be instructed by the project manager and will work alongside the Community Centre Project Board.
* The technical project manager will be under contract to Cranbrook and Sissinghurst Parish Council

**Finance**

* The Parish Council will be seeking financial commitments from its main partners, Tunbridge Wells Borough Council, Kent County Council and the GP surgery/West Kent Clinical Care Commissioning Group. The Project Board will oversee these commitments and ensure ongoing buy in from the partners.
* All grant applications, donations, and funds held by the Parish Council will be subject to the Parish Council’s Financial Regulations.
* CSPC will ring fence the funds to be used solely for community centre purposes.
* The Community Centre Board will have a budget authorised by the Parish Council for work to complete each RIBA stage and delegated authority to deliver the outcomes needed to complete these stages.
* All contracts and invoices will be in the name of the Parish Council. Invoices will be made out in the name of the Parish Council who will authorise them as per their normal procedures.
* The Management Group will report back to the Board on planned and actual expenditure. The Board will report this to Parish Council for approval.
* The Parish Clerk will keep a clear record of expenditure supported by invoices and will regularly review and update the budget with the Board
* Parish Council insurance will cover the Management Group.

The Management Group and Board will be active for the duration of the project which includes the Defect Liability Period.

**Appendix 9 – Glossary of Terms**

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| **CCG** | Clinical Commissioning Group. The NHS body that manages the finance and resources available to the PCN (primary Care Network) |
| **CSF** | Critical Success Factors |
| **CSPC** | Cranbrook and Sissinghurst Parish Council |
| **DVA** | District Valuer - applies the financial rules of the NHS to projects. |
| **GIA** | Gross Interior of a building - the actual floorspace, not including the walls |
| **KCC** | Kent County Council |
| **NAO** | National Audit Office |
| **OBC** | Outline Business Case |
| **OJEU** | Official Journal of the European Union: All public sector projects of a certain size are published to ensure there is a level playing field for companies supplying the public sector. |
| **PCN** | Primary Care Network, a group of GPs covering about 50,000 patients, across several parishes and communities |
| **Precept** | The slice of the rates (local tax) paid by householders which is given back to the Parish Council to pay for local expenses. Currently £350,000 for CSPC |
| **PWLB** | Public Works Loan Board, a government bank that supports public works at advantageous, fixed interest rates. |
| **QS** | Quantity Surveyor - provides key cost information on the construction |
| **Rates** | A tax collected by Tunbridge Wells Borough Council and split into payments to Kent County Council, Police and Fire services, Tunbridge Wells council and the Parish Council. |
| **RIBA** | Royal Institute of British Architects. Produce a model of how a project should develop and be built in 7 stages |
| **Section 106 (S106)** | Payments made by developers towards the cost of new infrastructure required by the inhabitants of their new houses. Paid at different stages of development of a site. |
| **Soft Loan** | A loan at low interest rate to encourage the take up of new technologies, or encourage a change in behaviour |
| **sqm** | Square Metres |
| **TWBC** | Tunbridge Wells Borough Council |
| **U3A** | University of the Third age. Learning and activities for the over 50s |
| **WKCCG** | West Kent Clinical Commissioning group, manage the local PCN, led by Dr Charlesworth from Cranbrook |