

Notice of Meeting on 16th February 2023
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Mr P Beard (Chairman), Mr R Fairweather, Cllr Adam Gladwin, Mrs J Grotier, Mr S Higgins, Mrs D Stammers, Cllr Martine Ward, Mrs R Valentine and Mr S Wright.

Also present: Members of public

Not present: Mrs Baxter (clerk), Mrs P Anderson, Mrs C Brock and Mrs J Triscott.

23/001 Chairman's welcome

Mr Beard welcomed everyone and explained that the committee members are sitting at tables to make it clear who is on the committee. It was announced that the meeting was being recorded.

23/002 Apologies of Absence

Apologies were received from Mrs P Anderson, Mrs C Brock and Mrs J Triscott.

23/003 Declaration of Pecuniary Interests and Personal Interests

None.

23/004 Approval and signing of the minutes from the meeting of 1st December 2022.

It was resolved to accept the minutes from the meeting of 1st December 2022 as true and accurate, subject to the addition of noting the times that Cllr Ward left and returned to the meeting.

Proposed: Mr Beard, Seconded: Cllr Ward, all in favour.

23/005 Public Speaking

Mr Beard went through the guidelines for when members of the public may speak.

No public speaking.

23/006 A report on any updates since the last Committee meeting to include

- i) The status of the Charity Field development to include expiry date of planning permissions.*

Mr Fairweather has contacted Go Homes and the response he has had is an e-mail from Mr Toulson asking about Mr Newell (Church Road development). The reason for this is that their contribution will be triggered after the Church Road trigger point is reached, which is at a particular number of occupations. The planning application for Charity Field runs out on the 24th August. If building doesn't start by then we will have to go through a renewal of the planning application.

Mr Gladwin added that there are a few other conditions that need to be met before they can start building. It was asked if we can get an extension. The council has asked the planning officer, Matthew Lang, and he has said no.

- ii) The status of the Church Road development.*

Mr Beard reported that the trigger for the contribution is before the occupation of 20 houses. Mr Beard called Mr Newell who reported that they are at 17 occupations, with no others sold awaiting occupation. Mr Newell estimates that the trigger point will be reached in April. It's creating a tight timing situation as there is a lot of work that has to be done before they start building. Once they start building there's a 2 year time limit by which every planning condition needs to be complete.

There was a discussion on the risks of relying on the 2 developments to provide the funding and what may go wrong. If we knew what our total funding would be we could start to fund raise ourselves.

Notice of Meeting on 16th February 2023
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

iii) *An update on the status of s106 payments.*
Nothing to add.

iv) *Action point: To agree an assigned person/persons to keep up to date with the above.*

The clerk supports both committees but if members can support with following up on action points that would be good. The main action point is going to the PC with the drawings. There is also keeping up to date with Newell Homes and Mr Beard is happy to call him. Mr Fairweather will call Mr Toulson.

23/007 Meeting dates

The Parish Council would like to move its meeting date to the 1st Thursday of the month in order to get news to parishioners more quickly through Upmarket, the village magazine. The council asks the committee for its thoughts on changing its own regular meeting date, as this would clash with the new planned Parish Council Meeting.

There was a discussion on which Thursday would be best. It was suggested that the 2nd Thursday would work, and nobody objected.

It was agreed to move the committee meeting to the 2nd Thursday of the month. Proposed: Mrs Grotier, Seconded: Cllr Ward, all in favour.

23/008 New Community Centre Technical Drawings Criteria for quote comparison

To discuss and agree the criteria and weighting for comparing the quotes received.

Cllr Gladwin went over the information he had shared in a summary; that he spoke to 11 architects, followed a strict procedure of inviting 7 to tender, all with the same tender brief and deadline. 6 architects have sent in proposals. Cllr Gladwin would like the committee to recommend 2 to 3 favourite architects to arrange meetings with. Cllr Gladwin explained about using weighted criteria in a matrix to give each architect a score. The criteria are cost, relevant experience, details, communication, reputation (reviews) and contacts (3rd party affiliates). He discussed the weighting and explained why categories came about.

Mr Beard asked about adding a location criterion. Cllr Gladwin confirmed location and qualification had already been pre-selected and all architects are located in Colchester. The architect will act as a principal contractor, and the 3rd party contractors are mostly located in Colchester or Ipswich. Nobody had any criteria to add. It was asked about materials and whether they are eco-friendly. That has more to do with the construction than the drawings, and we can discuss that when we meet with them. Mr Beard added that as we are spending public money cost is very important. Relevant experience will also be very important. It was proposed to increase the cost weighting.

Cllr Gladwin spoke about all the architects having the top level of qualification, giving us the best level of protection, and that they would all be able to produce the drawings required for Go Homes to use.

It was asked whether TDC could give us any guidance as to whether the costs are correct. Cllr Gladwin responded that when we have refined the figure we will check with TDC. It was asked what work any of the architects has done locally. Cllr Gladwin has a list of examples, 2 or 3 of which are in Colchester. Commitment and enthusiasm were discussed, which have been factored into communication.

The weightings were agreed as follows for recommendation to the Parish Council. Cost 35%, relevant experience 25%, detail 20%, communication 20%, reputation 10%, contacts 5%. Proposed: Mr Beard, Seconded: Mrs Grotier, unanimously agreed.

Notice of Meeting on 16th February 2023
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

23/009 Exclusion of press and public for private and confidential matters

Cllr Beard explained that no decision would be made on the quotes other than recommending a top 3.

At this stage the public brought up that there is a lot of parking in School Road causing issues. They were advised that the area opposite the community centre is not community centre parking and to contact Market Field School in case it is their staff.

The public were thanked for attending and left.

23/010 New Community Centre Technical drawings

Six quotes have been received from architects for the technical drawings. To review a summary and make a recommendation to the council. Please refer to the summary document.

Mr Beard asked about the number of different quotes being a lot more than 6 and very wide ranging. Cllr Gladwin explained that the architects had quoted for their own work plus works needed by 3rd parties which made it very difficult to compare like for like, as sometimes the 3rd parties were doing different combinations of works and some of the architects are using the same 3rd parties. Cllr Gladwin shared the architect names and quotes and a long discussion followed. There were some things included in the quotes that Go Homes hadn't accounted for in their estimation of the cost. They had indicated at our November meeting with them that it would cost £10k - £12k for the technical drawings. However, these quotes are £28k plus, all in, which is a big difference.

It was suggested that we need to campaign to Go Homes for them to provide a quote as they said they would. Mr Fairweather will contact them.

There followed some questioning and justification of relevant scores. Some people had heard of some architects and not others which led to further discussion, but general agreement was to accept the matrix and proceed.

The top 3 for further consideration were agreed. Proposed: Mrs Grotier, Seconded: Mr Beard, unanimously agreed.

23/011 Matters raised for the next agenda or for information only.

Actions: Mr Fairweather to talk to Go Homes. The Parish Council to speak to Mr Newell at the end of March. Cllr Gladwin to speak to Matthew Lang. Recommendations to go to the Parish Council.

No additional matters raised.

23/012 Date of next committee meeting

9th March 2023.

The meeting closed at 8.45pm.

Minuted by Mrs A Baxter

Contact: elmsteadparish@gmail.com

Telephone: 01206 827139