

**Minutes of Meeting on 3<sup>rd</sup> March 2022**  
**Elmstead Parish Council – New Community Centre Committee**  
**Community Centre, School Road, Elmstead Market, CO7 7ET**

**Present:** Mrs P Anderson, Mr R Fairweather, Mr J Gray, Mrs D Stammers, Mrs J Triscott, Cllr Martine Ward and Mr S Wright

**Also present:** Mrs Baxter (clerk), Cllr A Gladwin and one member of public

**Not present:** Mr P Beard (chairman), Mrs C Brock, Mrs J Grotier, Mr S Higgins and Mrs R Valentine

**22/020 Chairman's welcome**

As Mr Beard was unable to attend Mr Fairweather (vice-chairman) chaired the meeting.

**22/021 Apologies of Absence.**

Apologies were received from Mr Beard, Mrs Brock, Mrs Grotier and Mrs Valentine.

**22/022 Declaration of Pecuniary Interests and Personal Interests.**

None.

**22/023 Approval and signing of the minutes from the meeting of 3<sup>rd</sup> February 2022.**

It was resolved to accept the minutes from the meeting of 3<sup>rd</sup> February 2022 as true and accurate.

Proposed: Mr Gray, Seconded: Mrs Triscott, all in favour.

**22/024 A report on any updates since the last Committee meeting to include**

*i) A report of the meeting held with Go Homes 1<sup>st</sup> March.*

Mr Fairweather reported that there was a long discussion. We found out that the £400k x 2 funding from the Charity Field and Church Road developments are not index linked. With the rise in building costs this is a great concern. The price rises are starting to slow down, supply is getting better but prices are not levelling off. It was raised whether the project could be delayed slightly until prices have levelled. Go Homes will be on site until the end of 2023 and it will be an advantage to have the centre built whilst they are still there.

Go Homes are going to do costings on the specification we gave them, it was asked will that be a problem at today's prices, but it was felt that prices will not go down in the future.

We were previously advised to have our own quantity surveyor check the costings once we have them. Concerns were raised around not getting other quotes and the quality and cost of the final build.

We didn't budget for technical drawings as GO Homes were going to do them in house, but they no longer have their own architects so we will have to pay for them.

Various options for asking for help were discussed. Mrs Triscott is going to speak to speak to Mr Berry who works for Fenn Wright. Mrs Baxter will speak to her friend who is a QS, and also ask Mr Gooch if he has any advice, as he is also a QS. Mrs Baxter will also resend the pre-fab idea that was forwarded a few years ago by Mr Gooch.

Go Homes are looking into turfing versus seeding, heating options and solar panels.

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- ii) *Any revisions to the specification required following on from the above meeting; solar panels, heating system, car charging points or other? Financial considerations of changes.*

The cost of a heat pump was thought to be a minimum of about £50k, using pipes rather than a borehole. If the solar panels and everything else is set up right, we should be self-sufficient for a lot of the year.

We need to get costs for 3 options; gas boiler and electric, all electric and heat pump and find out what funding is available. We have asked Go Homes to help with this and they will try and get us some quotes.

If we get a gas boiler then when we need to replace it, we'll have to change the system to something else, as gas boilers will be phased out.

The increased upfront costs of the eco-friendly options are a concern, but we should be able to get funding and there may be long term costs savings. We can also get a loan from the Public Works Loan Board if necessary. We need to do a cost benefit analysis.

- iii) *Any update on correspondence with the TDC Planning Obligations officer regarding the s106 and deed of variation obligations towards the new community centre.*

This was about the fact that a TDC obligations technician has been in contact to say that the owner's contribution and 3<sup>rd</sup> party contribution are to be paid into the PC account rather than to TDC as we expected. We queried it but she had confirmed it. The open spaces contribution is to be paid to TDC. The clerk is to check if we need to send evidence to TDC and check if it has any VAT consequences.

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

Mr Fairweather will visit the site and try and speak with Mr Newell.

**22/025 Outdoor sports and recreational facilities**

- i) *A report back from the presentation of the proposed facilities to the Parish Council.*

The plans were presented by Mrs Grotier and the council was happy with direction that the plans were going in. Mr Fairweather put together a rough costing from previous estimates that showed a total of about £388k before VAT.

The clerk is to check how long we have to spend s106 funding.

- ii) *Next steps; Can the floodlights be separated from the rest of the facilities in order to expedite the process of the planning application?*  
iii) *Planning application process for floodlights. Also to discuss communication with residents.*

There was a discussion on the need for floodlights to meet FA regulations for games, and that it depends on the level you play at. Brightlingsea FC uses mobile floodlights, which wouldn't require planning permission. We need to find out what the legal restrictions are for floodlights, how far from houses etc. Mr Fairweather will ask Mr Beard to contact TDC planning and research this.

The Reed Hall Sentinels are looking at possibly having an adult team, so would need different requirements than those on the Playing Field.

We need to have a meeting of parties who are interested in playing football on Charity Field so we have an idea of what their requirements will be. Mr Fairweather will speak to Mr Beard about it.

There was a discussion about the feedback we've received via Go Homes from the residents. Some have seen the plans for the open space, which were shared publicly at the last PC meeting, which are different from their expectations of an

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open green space. Mr Fairweather said that he, Mr Gray and Mr Beard would put a newsletter together to update the residents on the proposed plans. This could be the start of a quarterly newsletter to keep them up to date on plans.

iv) *Procurement process – procedures to award a public works contract.*  
The clerk spoke about a having to put together a specification that will be sent out with an invitation to tender. The process is governed by the Public Contract Regulations. Tenders need to be kept in a sealed envelope and opened by the proper officer after the deadline for submission has passed. Mrs Triscott will put together a specification.

v) *Funding – to discuss additional funding that may be required for the outdoors facilities.*  
This may not be needed, we'll get the quotes first. It was discussed whether it is too early to get the quotes, they may expire before the work can be started. Go Homes won't be moving their compound onto the open space, so we won't necessarily have to wait until the community centre is finished before the outdoor facilities can be installed. We will need to wait for the s106 funds to be triggered. There was a discussion on when to work on the MUGA foundations and put in the cables, as it would be preferable to do before the field is seeded if bulldozers and trenching machines are going to be driving over the field. Can the seeding wait until next year – it's possible that GO Homes are required to provide the open space to the residents within a certain deadline?

**22/026 A discussion on any actions to take going forward.**  
None additional to those above.

**22/027 Matters raised for the next agenda or for information only.**  
None.

**22/028 Date of next committee meeting**  
Thursday 7th April.

Everyone was thanked for attending.  
The meeting closed at 9.15pm.  
**Minuted by Mrs A Baxter**  
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