

Minutes 7th March 2019
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Cllrs Paul Beard (Chair), John Gray, Jane Triscott and Martine Ward. Mr R Fairweather, Mr S Higgins, Mr P Saill and Mrs D Stammers

Also present: Mrs Baxter (clerk)

Not present: Mrs C Brock, Mrs E Chubb, Mrs J Grotier, Mrs H McGrath, Mrs R Valentine and Mr S Wright.

19/009 Chairman's welcome

Cllr Beard welcomed everyone to the meeting.

19/010 Apologies of Absence

Apologies were received from Mrs C Brock, Mrs E Chubb, Mrs J Grotier, Mrs H McGrath, Mrs R Valentine and Mr S Wright.

19/011 Declaration of Pecuniary Interests and Non Pecuniary Interests

None

19/012 Approval and signing of the minutes from the meeting of 7th February 2019.

It was resolved to accept the minutes from 7th February 2019 as true and accurate. Proposed: Cllr Triscott, Seconded: Cllr Gray, all in favour.

19/013 A report on updates since the last Committee meeting.

Cllr Beard: At the last PC meeting councillors were updated with what had been agreed in the February meeting. It was agreed to invite Nigel Tedder to this meeting, it's nice to see him here and welcome to the meeting.

There is a meeting arranged with Rees Hitchcock of Go Homes PR if anyone would like to attend.

19/014 Mr Nigel Tedder (Go Homes)

Mr Tedder has been invited to speak to the Committee.

Mr Tedder: The reserved matters have been approved on the site. There are a lot of planning restrictions to work through over the next few months. The completion date is 1st May, so they are not the site owners yet. In the meantime they are doing work under license. He is aware of the other application which offers a contribution for a village hall and is keen to understand how that can factor in.

Go Homes is looking to transfer the land with access and funds to the PC so that the PC can w to its own timetable.

There was a discussion around the PC and committee not having the time and expertise to manage the build and would Go Homes do it if all the funds were in place. The expectation had been that Go Homes would either build it or manage the build. Mr Tedder was asked for a figure on the project but said that it would depend on what we want, whether the allotments are to be provided and the detailed costs for the community centre which won't be available until all the details are worked through.

Mr Tedder offered his office staff to do the planning drawings which will be needed for the reserved matters planning application for the community centre. At the moment it's indicative only. After that detailed drawings need to be done by an architect, the cost of which will come out of the pot. He estimated the cost at 5% of the build, so potentially about £40k.

Mr Tedder was asked if he could help with the civil engineering and responded that they would bring the foul drainage onto site, similarly for the surface water design which will cater for all the water that falls onto the village hall area. Electric, water and gas will all be ready to service the hall.

The foundation design will come from the detailed drawings. The ground is good and the design for a single storey hall will be fairly straightforward.

Signature

Date

Minutes 7th March 2019
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

A design a build contract was discussed with Mr Tedder saying that the committee would be the contractor in that case and to be very careful, the biggest issue with cost is always the specification level.

Cllr Beard explained that the PC would not be in a position to agree to the removal of the allotments from the agreement without any figures. We thought that it had been agreed that if we did provide the additional £400k, with the onus on us to do that, that between us we could design a hall and Go Homes would build it. We thought that the current specification was in the region of £800k.

Mr Tedder: the committee is clearly saying to him that Go Homes transferring a sum of money and piece of land to us does not work for us. He thought that doing that would secure the future of the hall and was looking for a way to move forward that would keep the door open for all eventualities.

The current plans were discussed and what needs to happen for them to be fit for a planning application. It was agreed that Mr Tedder would take the current plans and work up some planning drawings to show us some different styles and materials.

It was discussed that we can't apply for funding until we know what figure we're aiming for. Mr Tedder was sure that a community centre could be provided for £800k but there may possibly be some compromises.

It was asked whether the compromise would be on size, which would have to be an early decision. Mr Tedder will ask his commercial director if the building is deliverable for its size. Once the architect's detailed drawings are done we can ask other builders if they will build it. Mr Tedder said that we would be offered a turnkey operation.

It was discussed that if Go Homes prefers us to find someone else to build it we would need to know how much money we'd have to fund the project to be able to make a decision, but Mr Tedder explained that it would be very difficult at this stage to agree a price for the building. If Go Homes do build it will be at the front of their development and part of their PR so they will want it to look good.

Mr Tedder will check our latest plans to make sure they are the same as his and then work up the external elevations, suggest materials, possibly have some brick with some external cladding. He suggested small areas of high quality material to improve the look of the building. They'll get the planning drawings agreed with us and then submit the planning application which Go Homes will pay for. After that we need to get the working drawings done. We can either get a builder under a standard contract where we say precisely how the building will be built or we can provide a builder with the planning documents and an explanation in wording and they charge a fee for and manage the architect's drawings. A fixed price design a build project would have a capped fee and the builder provides their skills to deliver a building for £800k. Once the planning drawings are available we might find a contractor to give us a budget, but not the final price. Design a build contractors have all their own tradespeople.

Cllr Beard: We were advised by Gary Guiver (TDC planning) to go with the developer who is willing to work with us and build a community centre, we can go to other people but we want to work with Go Homes.

Cllr Gray explained that when the original design was put together the decision was for an Essex style barn. Mr Tedder replied that the building does not have the scale of a barn, it is shallower and will probably have an interesting roof. They will look at anti vandalism features and try and incorporate some Essex barn style features.

Cllr Beard: There is the possibility that the PC and committee would prefer the funding or the allotments to go into the community centre, especially if money has to be redirected that way, potentially from the playing field as well which could be finished at a later stage. Does Mr Tedder want the PC and committee to vote on the idea of getting the land and money instead of Go Homes building the hall?

Mr Tedder: We'd have to discuss a revised section 106 agreement which they wouldn't get without PC support. The agreement will also need adaptation if the Church Road application

Signature

Date

Minutes 7th March 2019
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

is successful to account for the funds provided from that development. The playing field could come into the agreement and funds from the allotments go back into the pot. If Go Homes do keep the allotment land they will keep it for the future. No decisions need to be made until the Church Road application is resolved.

19/015 Subcommittee reports:

i) Funding update and feedback from other community centre projects.

Mr Fairweather has spoken to the Lottery Fund. They have made it easier to apply. If we convince the lady he spoke to she then takes it to the committee. If they say yes then you work up the detail. We can't do anything until the developer owns the land though. Cllr Triscott reiterated that we can't apply for grants until the developer has the land. Cllr Beard said that between now and May we can find out who we will be applying to, get the forms ready to go and make those applications straight after 1st May. Cllr Triscott has met with Sue Sheppard, Gill Burden, Laura Richardson, Russell Milburn and Karen Tedder-Ward who are on board and will help us when the land is sold. There was a discussion on who would do the fundraising if the land is given to the PC. Would that weaken or strengthen our applications? The leaseholder charity (The Community Centre) has more opportunities to raise funding as charities cannot give money to local authorities. If there is a lease then the charity can raise funds. We looked at the advice that Sue Sheppard gave in the November meeting. Cllr Triscott provided a report and notes of meetings. A questionnaire to get village feedback was discussed for evidence of support when applying for funding. Mr Fairweather is preparing to put plans on a board in the community centre asking for feedback. Cllr Triscott will ask Sue Sheppard for an example questionnaire that we can personalise. Once we get the planning drawings we could hold an exhibition and have a questionnaire in the hall. Cllr Gray said that EMCHAT did a questionnaire around 6 years ago, we'll try and find the results. Bank accounts for the funds raised were discussed, whether an account could be created with Cllr Beard and Mr Fairweather as signatories. The clerk is to seek advice from Sue Sheppard. The clerk is also to find out about the current lease.

ii) Designs and plans for the new hall.

Nothing new to report.

19/016 Public Meeting

To discuss when and how to do this.

We'll get the Go Homes plans which will be part of the public meeting and keep this item on the next agenda.

19/017 A discussion on any actions to take going forward.

Cllr Triscott is to ask Sue Sheppard for an example questionnaire. The Clerk is to find out about bank accounts and the current lease.

19/018 Matters raised by Councillors for the next agenda or for information only.

The public meeting, and an update on the points above.

Everyone was thanked for attending.
The meeting closed at 9.37pm.

Minuted by Mrs A Baxter
Contact: elmsteadparish@gmail.com
Telephone: 01206 827139

Signature

Date