

# **Elsenham Parish Council**

## **Minutes of Planning Committee Virtual Meeting**

**via Zoom, at 10.30am on Tuesday 11 August 2020**

**all meetings are open to Councillors, the public and press**

### **Planning Committee Members**

Dr. G Mott (Chairman GM), Mrs. M Jackson (MJ), Mr. P Johnson (PJ)  
and Mrs. L Johnson (Parish Clerk LJ).

- 1. Apologies for absence – Ms. J Rayment (JR).**
- 2. Declaration of Interests - None.**
- 3. Open to the public - None.**
- 4. The minutes of the virtual meeting held on 20 July 2020 were approved.**

### **5. The New Community Hall**

It was agreed at **Full Council on Monday 6 August 2020**, that the Planning Committee could spend up to £3,000 on investigative work on the new Community Hall.

The caveat was however, that members were informed at this meeting that further quotes would be obtained.

In view of the undertaking given at the Full Council meeting on Monday, 3 August 2020, the following options were discussed regarding obtaining further budgetary cost estimates for the new community hall project.

- i. EPC should accept and proceed with the single quotation for the work received from W&B without acquiring further quotations, or:
- ii. EPC accepts W&B's quote and instruct W&B to proceed with a budget cost. In addition, EPC shall also proceed with acquiring two (2) further quotations from other companies, or;
- iii. EPC delays the acceptance of the W&B quotation, and that EPC proceeds with obtaining two further quotations for the work. Also, at the next Planning Committee meeting, members be asked to vote upon which of the three (3) quotations received should be accepted and to proceed accordingly.

### **It should be noted that**

A quotation from Founded Studio, received from/via Uttlesford District Council has already been received, which if considered appropriate and acceptable, could be regarded as one of the two other quotations needed.

When the value for the work is above £1,500, EPC are required to obtain 3 quotes. However, Financial Regulations state that a single source quotation could be accepted in certain circumstances, either the nature of the quote/work is specialist, or where the required number of quotes could not be obtained.

PJ had found three other possible companies that could be approached for a quote.

Stanford Eatwell located at Start Hill, Bishop's Stortford.

Whitworth located at Start Hill, Bishop's Stortford.

Munday & Cramer located at South Woodham Ferrers

Out of the three Whitworth appeared the most favorable to EPC's requirements.

EPC could approach Founded Studios asking them to validate their quote giving details as to how they arrived at the sum of £900,000. This is slightly different circumstances to the other quotes. The other tenders would be asked to prepare work to produce a budgetary cost for an estimate for the hall and from those quotes EPC would choose one to go ahead with the work, but Founded Studio having been commissioned by UDC and have already completed the costings.

EPC do not want to be in situation of having three different companies undertaking three different sets of work and producing three set of costings, leaving EPC to agree the true value. It would not be value for money to go ahead with W&B and approach two other companies for quotes.

When EPC are in the position of arranging for building companies to carry out the work on the Community Hall, three or more competitive quotes would be required.

W&B are based in Saffron Walden they have been in the business over 40 years, have undertaken this kind of work previously and are very experienced. EPC would employ them to give a credible order of cost for a new community hall. This will allow EPC and the village to go forward with the project. W&B have also carried out work for Manuden Community Hall and Cottenham Village Hall. It was agreed that W&B would be the best company to use for this element of work.

An extraordinary meeting could be held on the grounds that there was some confusion at the last meeting and the Planning Committee need clarification on this and having examined the situation they would recommend that EPC go solely with W&B, but would be guided by the members of Full Council.

It was agreed that instead of calling an extraordinary meeting, an email could be circulated to all Councillors informing them that members of the Planning Committee were minded that EPC go solely with W&B and not seek alternative quotes for this specialist work.

This would give Councillors the opportunity to feedback any comments or objections and if Councillors thought that competitive quotes should be sort then the Planning Committee would approach Whitworth Architects.

If councillors accepted this proposal, then formal ratification of this would be placed on the agenda for the September Full Council meeting.

PJ is to compose the email to be circulated to all Councillors.

PJ is to contact Founded Studios to ask how they arrived at the sum of £900,000.

If Full Council agreed that competitive quotes where required, PJ would approach other companies including Whitworth.

The quotes including W&B would then be presented to Full Council for agreement on which one to proceed with.

6. It was agreed to send GM's email regarding Section 106 agreements to District Councillors Lees and LeCount plus members of UDC's Planning Department. UDC have a policy stating that Parish Councils will be consulted on section 106 agreements, however UDC do not observe this. There are potentially three large developments that could be coming to Elsenham. Any S106 agreements could involve further contributions to the new Community Hall.

LJ has still not received any acknowledgement from Nigel Brown or Emma Barry on the acceptance of the minutes from the 25 June 2020. LJ has also asked District Cllr. Lees (PL) to contact Nigel Brown and Emma Barry but has not received an acknowledgment from PL either.

GM said that EPC must now assume that Nigel Brown and Emma Barry have received the minutes and the action points that were waiting for confirmation should now be proceeded with.

There had been no further correspondence from Nockolds regarding the transfer of the play area on the David Wilson Homes development.

A letter had been received from Crest Nicholson regarding the transfer of the allotments, trim trail, and open spaces on their land. Despite LJ informing Emma Barry to the contrary, Crest Nicholson was under the assumption that after one-year Crest Nicholson would be handing over the trim trail and open spaces to EPC.

LJ replied to Crest Nicholson informing him that Emma Barry should have cascaded down the information that EPC would not be taking over the trim trail or the open spaces, just the allotments. LJ sent the letter from Crest Nicholson to PL, who is to forward to Emma Barry.

Mr. Allan Hathaway had sent an email thanking GM for his work on defending the Rush Lane Appeal. The outcome should be known in about 5 - 6 weeks.

The meeting finished at 11.20am.