

Elsenham Parish Council

Minutes of New Community Centre Working Group Meeting, held in the Memorial Hall, at 7.30 pm on Monday 16 October 2023

Present:

Dr. G Mott (Chairman GM), Mrs. B Donald (BD), Mr A Hathaway (AH),
Mr. P Jarvis (PJ),

In the absence of the Parish Clerk, the minutes were taken by GM

- 1. Apologies for absence.** Mr B Burlton (BB), Mr R Gooding (RG), Mr B Ogilvie (BO), Mrs E Terry (ET) and Mrs L Johnson (Parish Clerk, LJ)
- 2. Declaration of Interests.** None
- 3. To approve the minutes of the meeting held on 21 August 2023.** The minutes were agreed, and will be signed by GM later.
- 4. Draft Invitation Documents to Architects**
To consider the Design Brief, Instructions to Tenderers, and Terms & Conditions of Contract, as distributed.

The Design Brief and Instructions to Tenderers were considered, and amendments were agreed. Some queries are to be referred to RG, as noted on the draft documents to be circulated.

Owing to time restraints, several items were not considered.

- 5. To agree the architects to be notified of the advertisement on the Government website**
See 'Architects for Community Building'.
Deferred
- 6. Query as to whether a further document asking for tenders from contractors would also need to be advertised on the Government Contract Finders Website.**
See minutes of the last meeting, 6.
Action: LJ to ask EPC auditor
Deferred

7. Failure by UDC to pass on interest on contributions to EPC.

See minutes of the last meeting, 4.

Deferred

8. Transfer of land

See minutes of the last meeting, 7.

a. Land (David Wilson Homes).

5 Sept, Nockolds waiting for confirmation on payment of fees

b. Ransom strip (Crest Nicholson).

Deferred

9. Funding

A discussion was held on funding, with particular reference to fund-raising. It was agreed that there is a need to secure buy-in from the local community. Village groups should be invited to a meeting to discuss initiatives for fund raising. A village lottery was mentioned. LJ should be asked to secure a list from UDC of funding opportunities.

It was suggested that future meetings of the Working Group should be divided into two streams: Tender; Funding.

It was agreed to invite Anna Mowbray to join the Working Group.

The following items on the agenda were not specifically discussed:

See Community Centre contributions revised.

Public works loan.

Grant funding from Sport England and the Football Association.

Fund raising: See minutes of the last meeting, 8, Action BD.

'Winning strategies for the funding game' - NALC course, 15 Dec 2023, 12.00 - 13.15

10. Site visits

Deferred

11. Next steps.

Appoint architects

Costing programme (helped by architects). See also 'Work Stages and Costs'.

Public Exhibition - produced by architects - ?

Referendum - after Public Exhibition.

Business Plan - incomplete version available.

Public Works (or other) loan - needs Business Plan and Referendum
Go out to tender for contract
Deferred

12. Next meeting.

Monday 20 November 2023, 7.30 pm., and the third Monday in the month thereafter.

Not considered

13. AOB.

Not considered

The meeting finished at 9.30pm.