

Elsenham Parish Council

Minutes of New Community Centre Working Group Meeting, held in Old Franks at 7.30 pm on Monday 20 November 2023.

Present:

Dr. G Mott (Chairman GM), Mr. B Burlton (BB), Mr A Hathaway (AH),
Ms. A Mowbray (AM), Mrs E Terry (ET) and
Mrs L Johnson (Parish Clerk LJ).

- 1. Apologies for absence.** Mrs. B Donald (BD), Mr R Gooding (RG) and Mr. P Jarvis (PJ).

Absent Mr B Ogilvie (BO).

GM welcomed AM to her first NCCWG meeting.

- 2. Declaration of Interests.** None.

- 3. To approve the minutes**

The minutes of the meeting held on 21 August 2023 were agreed and signed by GM. The minutes of the meeting held on 16 October 2023 were agreed and signed by GM.

- 4. Draft Invitation Documents to Architects**

Previously the main hall was shown as 20 metres X 10 metres. It was agreed at the last meeting (16 October) to amend this to 'capable of supporting events with up to 200 participants'.

One of the original justifications for the new building was that the main hall should be larger than the existing facilities. The capacity of the Village Hall is up to 200 people, or up to 150 around tables. The size of the hall is approximately 17 metres x 9 metres (55 ft X 30 ft.). It is important to make sure the main hall is large enough for Elsenham's growing population.

The main hall at Duxford is 20 metres x 10 metres, and the adjacent small hall is 9 metres x 9 metres.

It was agreed to put the capacity of the main hall in the Design Brief as, a minimum of 150 people theatre style and a minimum of 120 people around tables.

It was agreed not to ask for the main hall to be of a height to accommodate badminton.

Whether the building will be a single storey or two stories will be left to the architects.

It was agreed that the documents should be on the Government Website Contract Finder for six weeks.

- 5. To agree the architects to be notified of the advertisement on the Government website. Deferred from meeting on 16 October.**

It was agreed to inform the following architects of the advertisement on the Government Website Contract Finder:

- Founded Studio Ltd.
- Wilby & Burnett.
- Whitworth Chartered Architects & Building Surveyors.
- The Planning Consultancy Limited.
- Sands End Arts and Community Centre Architects, urban designers.
- AOC Architecture.
- Highbury Roundhouse - Sarah Wigglesworth Architects.
- The Weston - Yorkshire Sculpture Park, Wakefield.
- TNG Youth & Community Centre RCK.
- The Hithe Architecture & Design.
- Wilbrahams.

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.

EPC's auditor had confirmed that the document asking for tenders from contractors does need to be advertised on the Government Website Contract Finders.

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

UDC have made it clear that any interest on Community Centre payments from developers will not be given to EPC. UDC will keep the interest.

If the payments are indexed linked, then EPC will benefit, as the payment will increase with inflation.

8. Transfer of land

David Wilson Homes has agreed to pay the transfer fee.

LJ to chase Nockolds.

9. Funding

BB said he would research Public Work Loans and give a report at the next meeting. It had now been established that EPC would not be able to claim back the VAT, if they applied jointly with Elsenham Youth Football Club for grant funding from Sport England and the Football Association. However, if EPC applied in their own right, VAT could be reclaimed.

BD said she would ask Cllr. Arthur Coote about recommending someone he knows regarding fund raising. LJ to ask BD if she had made any progress with this line of inquiry.

BB said he would attend the course 'Winning Strategies for the Funding Game' on 15 December run by NALC. LJ to book the ticket.

AM said that EPC could probably secure £150,000 grant funding from Stansted Airport, £60,000 from the National Lottery and £25,000 from Sport England and the Football Association.

There are also other sources of funding, especially if the funds are for the good of the community or to help the environment. Also, the grants should be for specific items such as solar panels or heat pumps.

10. Site visits

As the visit to Duxford Community Centre had been very beneficial, AH said he would try to arrange a visit to Manuden Community Centre.

11. Next steps.

- Appoint architects.
- Costing programme (helped by architects). See also 'Work Stages and Costs'.
- Public Exhibition - produced by architects.
- Outline Planning Permission.
- Referendum - after Public Exhibition and Consultation, small booklet in the Elsenham News.
- Business Plan - incomplete version available.
- Public Works (or other) loan - needs Business Plan and Referendum.
- Detailed Planning Permission.
- Go out to tender for contract.

RG had informed GM that EPC may have to hire a Health and Safety Officer to conform with the Construction Design and Management Regulations (CDM).

However, members thought this would be the project manager's remit.

After the closing date for tenders from architects to be submitted, the legal requirement is that the proper officer opens the tenders one by one in the presence of at least one councillor, who is the moderator. A note is made of the date and time of when each tender was opened. The Moderator makes sure all the pages are present and initials each page.

Other members are the appraisers. Against a written criteria each appraiser marks the tenders, adding the marks up to give an overall total for each tender.

RG has advised that EPC hold interviews with 3 or 4 architects. Also, that the cost of the project is not given in the tenders an estimated price would be stated at the interview.

BB suggested that EPC may be advised to employ a consultant to give expert advice. Members of the working group have limited knowledge on architectural work.

GM to ask RG, who does have some experience in this line of work, if he would have the time to help with this stage of the project.

AH, GM, BB and AM all agreed to be appraisers.

12. Next meeting.

Monday 18 December 2023, 7.30 pm, and the third Monday in the month thereafter.

13. AOB.

There was no further business.

The meeting finished at 9.10pm.