

# Elsenham Parish Council

## **Minutes of New Community Centre Committee Meeting, held at 7.30pm in The Village Hall on 18 March 2024**

### **Present:**

Dr. G Mott (Chair, GM), Ms. A Mowbray (AM),  
Mrs. E Terry (ET). Mr. P Jarvis (PJ) and  
Mrs. L Johnson (Parish Clerk LJ).

1. **Apologies for absence:** Mrs. B Donald (BD), Mr. B Ogilvie (BO), Mr. B Burlton (BB), Mr. A Hathaway (AH) and Mr. R Gooding (RG).
2. **Declaration of Interests:** None.
3. **To approve the minutes of the meeting held on 19 February 2024.**  
The minutes of the meeting on 19 February 2024 were signed by the Chair as a true record.
4. **Specification of CC.**
  - a. **Draft layout by BB.**  
BB had produced a 'Progressing Business Plan Elements' document, to aid in the development of a Business Plan.  
Within the document BB had produced a revised plan for the new community centre taking on board the comments from members at the previous meeting.
  - b. **Decision on whether the hall should be equipped for theatrical purposes.**  
ET had not received a reply to her enquiry as to whether the school would hire out their stage.  
It was agreed not to equip the hall for theatrical purposes.
  - c. **Revised Design Brief.**  
GM to change the Design Brief to reflect the new requirements for the centre. It was agreed to use BB description, but not to include the plan as it was based on one of the tenders EPC received.  
Page 2. 4f should be amended to *changing room to Football Foundation standards.*
  - d. **Invitation to Tender.**  
This document does not require any changes.
5. **Invitations to tender.**
  - a. **Prequalification process (see 12 February minutes, 3.)**  
*AL said it may be best for EPC to go back a step by implementing a prequalification process to ensure that bidders are qualified enough to carry out the work. This would filter out any unqualified applicants. The prequalification would give a wish list with a budget, asking how they would spend it, plus their fees. This way EPC should receive more responses.*  
AM said by doing a prequalification process architects may be more likely to respond, as it would not involve them producing as much work.

**b. Submission to Government website.**

The Terms and Conditions would need revising, to amend the public liability amount. EPC could ask Alan Lamb's advice.

**c. Possible employment of Alan Lamb in advisory capacity.**

It was agreed to first ask Ray Gooding if he could help with the prequalification process and the public liability amount.

**d. Architects to be advised (see 12 February minutes, 3.).**

*UDC should have a list of smaller builders. EPC could approach the Football Association; they may know of some companies.*

LJ to ask UDC if they could supply a list of smaller builders/architects.

LJ to ask Essex Football Association if they could supply a list of architects and/or builders.

EPC could also ask Pelham Structures; this company is based in Pelham and designed the Manuden Community Centre.

GM will contact again the organisation offering to find architects which he had contact with via email.

**6. Transfer of land.**

**i. Land (David Wilson Homes).**

LJ to chase Rodney Osborn of David Wilson Homes and Nockolds, asking where matters stand with the land transfer.

**ii. Ransom strip (Crest Nicholson).**

EPC have been assured by UDC that the ransom strip will fall away once the transfer takes place.

**7. Funding.**

**a. Interest on funds held by UDC.**

FoI request was submitted on 2 March 2024. UDC have 20 working day to reply, around the 2 April 2024.

**b. Request for S106 contribution from Robin Hood Road application.**

The application was approved on 5 February 2024, unfortunately there was no contribution towards the community centre, the applicants cited a legal precedent, saying they did not have to contribute.

**c. Possible S106 contribution, 240 homes north of Bedwell Road.**

There has been no application this time from Gladman, to hold a meeting, so it is not looking good for a contribution towards the community centre, EPC are opposing this application on grounds of noise.

AM asked why UDC were still using Section 106's and had not changed to Community Infrastructure Levy (CIL).

GM said this was a good question and our District Councillors should be asked. However, UDC do have to make sure the Section 106's are compliant with CIL.

**d. Grant funding application with EYFC to the Football Foundation.**

Still ongoing regarding the number of years the Football Foundation required that EPC commit to allowing the Football Club to play on the Elsenham playing field. PJ thought there was probably not a fixed answer, it would depend on the amount of funding being asked for. EPC may be able to make an agreement that 'Football' is allowed to be played on the Elsenham Playing field rather than naming the Elsenham Youth Football Club. PJ said he would make enquires.

**e. List of funding opportunities from UDC.**

LJ to ask again if UDC could supply a list of grants for the coming years.

**f. Public Works Loan (see 19 February minutes, 8.f.)**

- i.** Contact with Public Works Loan Board.
- ii.** Contact with those who have secured and managed loans. **BB had contacted Didcock Parish Council.**
- iii.** Documentation required.

**8. Business Plan.**

BB had formed a table with usage/activities that the community centre could be used for, along with the income they may generate. This was a starting point but would require further input. It was the consensus that a part-time manager would be required to run the centre; it was unlikely that EPC could rely on volunteers.

LJ to contact Manuden and Duxford community centres to ask for any information on their income and how they make their community centre pay its way.

**9. Meeting with ECA.**

Draft Agenda Noted.

It was agreed to try and arrange the meeting with the ECA for Monday 22 April 2024.

LJ to ask the vice chair who should be invited to the meeting. The meeting would be held at the start of the CCC meeting. The ECA could be asked if they ever have to turn down any hires as the Memorial Hall is not large enough, also what is a reasonable charge for hiring the hall.

**10. Meeting with EYFC.**

A meeting is to be arranged with EYFC and members of the Finance Committee Playing Field Committee and the Community Centre Committee.

Draft agenda;

**Playing field.**

- a.** Maintenance contract agreed.
- b.** Financing of maintenance, having regard for agreed Football Foundation grant.
- c.** Invoicing under maintenance contract.
- d.** Other maintenance.

**Community Centre.**

- a.** Progress.
- b.** Draft layout, with particular regard for changing rooms.
- c.** Possible Football Foundation grant, including agreement between EYFC and EPC.
- d.** Possible grant from Stansted Parish Council.
- e.** Publicity.

f. Future finances.  
Bloor Homes site, football pitches and pavilion.  
Communication between EPC and EYFC.

PJ said it may be more constructive if the agenda had proposal rather than open conversation points.

**11. Community Governance Training Event.**

EALC are running a Zoom course, on 18 April, 10am - 2pm.  
The training session will cover procurement, contract finder and PWLB applications.  
£25.00 each. GM and LJ would like to attend.  
LJ to place on the agenda for agreement from Full Council.

**12. Buy-in from the local community and generating interest.**

This is put on hold until members had something concrete to show or report to residents on the community centre.

- a. Meeting with village groups.
- b. Village lottery.
- c. Publicity (café, changing rooms, child care).
- d. Clubs in the village.
- e. School book-bags.
- f. Tesco.
- g. Elsenham News.
- h. Summer fete.
- i. Page on website.
- j. Questionnaire distributed through knocking on doors.

**13. Next steps.**

Retained for reference purposes;

- Appoint architects.
- Costing programme (helped by architects). See also 'Work Stages and Costs'.
- Public Exhibition - produced by architects.
- 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.

**14. Next meeting.**

Monday 22 April 2024, 7.30 p.m.

**15. AOB.**

The email mentioned in 5.d. was from Nathalie Pearson, [architects.net](https://architects.net), 16 Feb 2024.

The meeting finished at 9.00 p.m.