

## **Elsenham Parish Council**

### **New Community Centre Committee Meeting.**

**To be held at 7.30 pm at Old Frank's  
on Monday 22 April 2024**

**All meetings are open to the public and press.**

### **AGENDA**

- 1. Apologies for absence.**
- 2. Declaration of Interests.**
- 3. To approve the minutes of the meeting held on 18 March 2024.**
- 4. Actions following the meeting held on 18 March 2024**  
Included below.

**5. Meeting with ECA (subject to confirmation)**

**5.1 Parish Council**

The Community Centre project

- a. Background
- b. Progress
- c. Draft layout, indicating areas and approximate sizes

**5.2 Elsenham Community Association**

Memorial Hall

- a. Floor space, kitchen provision, storage
- b. Levels of usage
- c. Are the facilities adequate?
- d. Property condition and medium-long term maintenance/development plans.
- e. Are potential users turned away?

**5.3 The two centres**

- a. Is there potential for usage to be co-ordinated?
- b. Could any of the Memorial Hall activities usefully be transferred to the Community Centre?
- c. Could any of the projected Community Centre usages usefully be situated in the Memorial Hall?

## **5.4 Publicity**

Could the ECA help to publicise the new Community Centre?

## **6. Government website action**

### **6.1 Prequalification process**

See 18 March minutes, 5a, 5c: Action RG

### **6.2 Specification of CC**

- a. Draft layout by BB, available
- b. Revised Design Brief. See 18 March minutes, 4c: Action GM
- c. Invitation to Tender, available
- d. Terms & Conditions. See 18 March minutes, 5b, 5c: Action RG

### **6.3 Invitations to tender**

Architects to be advised. See 18 March minutes, 5d.

UDC do not have such a list, 12 April.

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 Nathalie Pearson, architects.net, (16 Feb 2024).

### **6.4 Community Governance Training Event**

Zoom course, 18 April. Report by GM and LJ.

## **7. Transfer of land.**

- a. Land (David Wilson Homes). See 18 March minutes, 6.
- b. Ransom strip (Crest Nicholson).

## **8. Funding.**

- a. Interest on funds held by UDC.  
FoI request submitted
- b. Possible S106 contribution, 240 homes north of Bedwell Road.
- c. Grant funding application with EYFC to the Football Foundation.  
See 18 March minutes 7d. Action PJ.
- d. List of funding opportunities from UDC.  
See 18 March minutes 7.e. Action LJ
- e. Public Works Loan: see 18 March minutes, 7.f.
  - i. Contact with Public Works Loan Board.
  - ii. Contact with those who have secured and managed loans.
  - iii. Documentation required.

## **9. Business Plan**

See 18 March minutes, 8.

Starting point by BB

Responses from queries received from Duxford and Manuden, 27 March.

## **10. Meeting with EYFC**

To be combined with Finance Committee and Playing Field Committee

See 18 March minutes, 10.

## **11. Buy-in from the local community, and generating interest.**

- 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.

## **12. 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.

## **13. Next meeting.**

Monday 20 May 2024, 7.30 pm., and the third Monday in the month thereafter.

## **14. AOB.**