

Elsenham Parish Council

Minutes of New Community Centre Committee Meeting, held at 7.30pm in Old Franks on 22 April 2024.

Present:

Dr. G Mott (Chair, GM), Mr. B Burlton (BB), Mr. A Hathaway (AH),
Ms. A Mowbray (AM), Mr. B Ogilvie (BO) and
Mrs. L Johnson (Parish Clerk LJ).

1. **Apologies for absence:** Mrs. B Donald (BD), Mrs, E Terry (ET), Mr. P Jarvis (PJ) and Mr. R Gooding (RG).
2. **Declaration of Interests:** None.
3. **To approve the minutes of the meeting held on 18 March 2024.**
The minutes of the meeting on 18 March 2024, with two amendments, 7f BB had contacted Didcot Town Council, were signed by the Chair as a true record.
4. **Action following the meeting held on 18 March 2024.**
Included below.
5. **Meeting with ECA (subject to confirmation).**
Deferred until next meeting.
6. **Government website action.**
 - 6.1. **Prequalification process.**
See 18 March minutes 5a, 5c Action RG
Prequalification process
Alan Lamb 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.

EPC need to know what should go into the prequalification enquiry to be posted on the Government website. A new document would need to be produced unless there is a universal template.
RG had confirmed that he is happy to help with this stage. Ongoing.

At the Community Governance Training Event, GM asked about the prequalification process and was told that there was no point, it only created extra work.
 - 6.2. **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 and it includes a revised draft layout

b) Revised Design Brief.

GM had circulated a revised Design Brief to reflect the new requirements for the centre.

The facilities should include.

- Main hall capable of supporting events with 200 standing, or 120 seated at tables. It should be possible to divide the hall into three meeting rooms using folding partitions.
 - The parish council office and meeting space, approximately 10.0 metres X 5.0 metres, with separate access.
 - Small room for use to provide internet access, 3.0 metres X 3.0 metres;
 - A community café with its own kitchen and seating area.
 - A community kitchen for users of the centre.
 - Changing facilities to Football Foundation standards incorporating direct access to the building and to the adjoining playing field.
 - Ample storage space, including provision for cleaning and maintenance.
 - Toilets with separate external access available.
- GM had also amended the front page, adding.
To include a new hall, community café, changing rooms and office for the Parish Clerk.
Alan Lamb had advised that putting more information on the front page would attract more responses.

c) Invitation to tender.

This did not require any changes.

At the Community Governance Training Event, it was stressed that EPC could advise architects that EPC had placed an invitation to tender on the Government website, but to view the documents they would have to register.

d) Terms & Conditions, see 18 March minutes, 5b, 5c Action RG.

The Terms and Conditions states.

public liability with a minimum limit of not less than £10,000,000 and in respect of Employer's Liability at least £10,000,000.

Alan Lamb had said this was too high for architectural services, and more appropriate for contractors.

RG to advise what amount should be included, or if the clause should be removed.

6.3. Invitation to tender.

Architects to be advised.

LJ had contact UDC, who confirmed they do not hold a list of architects.

LJ is still to contact Essex Football Association to ask if they hold a list of architects and/or builders.

GM will contact Nathalie Pearson, architects.net when the tenders are ready to go out.

6.4. Community Governance Training Event.

GM and LJ attended a Zoom course on 18 April 2024.

There were three sections to the course.

- Understanding Procurement.
- Borrowing from the Public Works Loan.
- Evaluating Tenders.

GM had asked about the prequalification process and was told that there was no point it only created extra work. Although, a 'notice' could be posted.

There are three thresholds.

- Goods and Services £179,086 Net.
- Works £4,477,174 Net.
- Below threshold tenders £25,000 Net.

BO said that EPC should also consider an insurance bond, which will increase the final total. An insurance bond is a bond that is designed specifically to protect an individual or organization against financial loss if certain circumstances occur, such as, the failure of another party to fulfil a contractual obligation. An insurance bond would cover EPC if the company building the community centre went into liquidation before the building was finished. An insurance bond would normal cost about 10% of the contract value. However, things like how established the company is would be taken into account.

Other points made on the course. The maximum amount an organisation can borrow from the Public Works Loan was half a million. BB said there is some flexibility in the amount that can be borrowed.

Councils should let their County Associations know of their borrowing requirements as soon as possible. If the loan is paid off early there is a financial penalty. Cash flow, budgets for this year and next will be required. A resolution to borrow must be minuted. All tenders must be sent electronically no paper tenders. Survey Monkey may be used for the public consultation.

LJ to circulate all the slides and contact information sent from the course to all members.

7. Transfer of land.

Land (David Wilson Homes).

Nockolds sent an email on 26 March 2024 saying they were still finalising a few outstanding issues with David Wilson Homes solicitor. LJ to email Rodney Osborne from David Wilson Homes to ask if he can hurry things up.

Ransom strip (Crest Nicholson).

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

8. Funding.

a) Interest on funds held by UDC.

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

UDC sent an email 4 April saying the request is being handled under Environmental Information Regulations (EIR), which permits an extension due to the complexity and volume of work. The final response should be sent to EPC on 24

April 2024. Depending on the information sent, EPC will decide the next step to take

b) Possible S106 contribution, 240 homes north of Bedwell Road.

EPC has submitted a request to UDC for Section 106 contributions.

In discussions between the parish councils and Gladman regarding the application for 220 dwellings on the same site in 2021, a contribution of £524,615 was agreed for the new community hall. EPC have asked for £572,307 which is the equivalent of the 2021 contribution, based on the extra 20 houses. EPC have asked that the £572,307 is split, giving a contribution to the Ugely Village Hall and the remainder to Elsenham's new Community Centre.

Nigel Brown has agreed to hold a meeting with the three villages, Elsenham, Ugely and Henham to discuss the Section 106 agreement.

c) Grant funding application with EYFC to the Football Foundation.

Still ongoing regarding the number of years the Football Foundation require EPC to commit to allowing the Football Club to play on the Elsenham playing field.

d) List of funding opportunities from UDC.

UDC still do not have a list of grants for the coming years.

a. 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.

iii. Documentation required.

Still ongoing EPC need to make contact with the Public Works Loan Board.

9. 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. Further information is required such as the cost of running the centre, heating, cleaning, maintenance. BO said he had all the hiring costs for the Manuden Hall which he would send to BB. AH said he would also supply some costings on running the Memorial Hall. AH said he will arrange a meeting with members and the ECA Trustees. BB said it was important to have an open and friendly meeting with the ECA, we are all working for the good of the village. BB was doubtful that there would be enough available income to hire a part-time manger especially for the first few years, EPC may have to rely on volunteers.

Replies have been received following the queries sent to Duxford and Manuden.

It was agreed that the Business Plan was an important issue and should be high on the priority list.

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 that the Football Foundation grant has now been received.

c. Invoicing under maintenance contract.

d. Other maintenance.

A member from each committee, playing field, community centre and finance should be present. A proposal will be added to the Full Council's agenda.

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

- a. Meeting with village groups.
- b. Village lottery.
- c. Publicity (café, changing rooms, childcare).
- 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.
- Business Plan - incomplete version available.
- 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.
- Public Works (or other) loan - needs Business Plan and Referendum.
- Detailed Planning Permission.
- Go out to tender for contract.

It was agreed to move the Business Plan further up the list.

13. Next meeting.

Monday 20 May 2024, 7.30 p.m.

14. AOB.

To generate interest in the new community centre, number 11 on the agenda, it was agreed that GM would compose a monthly article for the Elsenham News. The first article would be a page with further monthly articles a quarter or half a page. The article would inform residents about the community centre and at what stage it was at. AM said that she would share the article on Facebook.

It was agreed to put a proposal forward to Full Council that EPC have a stall at the Elsenham Village Fete. AM said that if there was something to attract the children to the stall, such as drawing, the parents would follow. The stall must have a lot of visual things. A working party could be formed to organize it.

The meeting finished at 9,25pm.