

Elsenham Parish Council

New Community Centre Committee Meeting.

**To be held at 7.30 pm at Old Frank's
on Monday 20 May 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 22 April 2024.**
- 4. Actions following the meeting held on 22 April 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. Business Plan

See 22 April minutes, 9.

Starting point by BB

7. Government website action

7.1 Prequalification process

Recommendation that we do not undertake such a process

7.2 Specification of CC

a. Draft layout by BB, available

b. Revised Design Brief: 2.3 re main hall

c. Revised Instructions to Tenderers: 4.11, 4.13 (date needed), 8 deleted

d. Revised Terms & Conditions: 15.1

7.3 Invitations to tender

Architects to be advised, as before

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).

GM has contacted architects via bark.com

8. Village fete, 22 June 2024

EPC stall and Community Centre presence.

9. Meeting with EYFC

To be combined with Finance Committee and Playing Field Committee

10. Transfer of land.

a. Land (David Wilson Homes). See 22 April minutes, 7.

b. Ransom strip (Crest Nicholson).

11. Funding.

a. Interest on funds held by UDC.

FoI request reply received, 24 April.

b. Grant funding application with EYFC to the Football Foundation.

Query on number of years the Football Foundation require commitment from EPC. See email from PJ, 22 April 2024.

- c. List of funding opportunities from UDC.
To be available Summer 2024.
- d. Public Works Loan
 - i. Contact with Public Works Loan Board.
 - ii. Contact with those who have secured and managed loans (Didcock PC has been contacted).
 - iii. Documentation required.

12. 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*. Item forthcoming in June edition
- h. Village fete (8. above)
- i. Page on website.
- j. Questionnaire distributed through knocking on doors.

13. Next steps.

Retained for reference purposes

- Business Plan
- 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*.
- Public Works (or other) loan - needs Business Plan and Referendum.
- Detailed Planning Permission.
- Go out to tender for contract.

14. Next meeting.

Monday 17 June 2024, 7.30 pm., and the third Monday in the month thereafter.

15. AOB.