

Eardisland Parish Council

Village Hall Project Working Group Meeting on
11 February 2020 at 6.00 pm in Eardisland Village Hall

Notes

Present: Parish Council – Reg Curtis; EVHMC – Carole Millin and Susie Curtis; Parishioner – Ross Risdon; Parish Clerk – Alison Sutton; Dave Carr – Parishioner, Qualified architect and surveyor.

1. Apologies

Merry Albright – Parish Council.

2. Update on heating

Hereford Heating starting on Monday 17 February. None of quotes had low-surface temperature radiators at reasonable price (approx. £5k more), so grilles will be needed over radiators. Noted that thermostatic valves need to be lockable – Alison get price for these and take to PC on Thursday.

3. Update from meeting with Dave Tristram

Estimated cost of insulation and refurbishment element, less cost of heating, £30k
Estimated cost of kitchen rebuild and external work £40k plus kitchen fitting out £12k
Funding options –

- £12k PC reserves
- £20-25k from grants
 - Trusthouse Foundation – EVHMC, fund up to 50% of project
 - £10k Awards for All – PC, takes 14 weeks
 - Kingspan Community Trust – EVHMC, closes for registration 31.3.20 – **Update: very unlikely to give grant, advised to buy seconds as won't donate seconds**
 - Garfield Weston – EVHMC for kitchen fitting, takes 6 months
- ACRE community halls project – EVHMC, up to £15k (20% of cost) – but currently closed to applications
- PWL probably at least £30k.

4. Planning application

Threshold level won't be raised. 16m² increase in size of kitchen, total size of new kitchen 39m². Total size of building at moment 229m², kitchen extension 7% increase on total building size.
Alison – send Dave location plan etc
Dave – write Flood Risk Statement including egress plan, rather than pay for and submit FRA
Alison email Statement out for final agreement.

5. Next steps

PC meeting on Thursday, ask for agreement now for:

1. Submit planning application now, with Flood Risk Statement
2. Commissioning FRA now if HC will not accept Statement
3. Agree Dave Carr as agent for the planning permission application
4. Split the tender and the work in 2
 - Stage 1, estimate £30k – refurbishment: rewire, insulation, new windows and doors, decoration – action asap
Funding –
 - PC reserves £12k
 - PC apply for Awards For All application asap £10k
 - EVHMC apply to Kingspan for £12k for insulation (to reduce use of reserves if possible)
 - If Kingspan grant not possible, PC apply to community shop for shortfall needed
 - Stage 2, estimate £40k + £12k kitchen fitting – new kitchen and drains to correct area, external works from structural survey – action when planning approved
Funding –
 - PC reserves/budget £10k?
 - EVHMC apply to Trusthouse Foundation for £20-25k

- PC apply to community shop for shortfall
- EVHMC apply to Garfield Weston for £12k for kitchen fitting

Process for tenders – EPC Financial Regulations must be followed – as work over £25k, use of Contract Finder website and other light touch rules in the Public Contracts Regs 2015 apply

- Must advertise opportunity on Contract Finder website, even if does not advertise elsewhere
- If do not advertise, just make opportunity available to only to a number of particular economic operators who have been selected for that purpose, it appears may not have to use Contract Finder – Alison to check this
- Either way, tenders are submitted to the Clerk in designated envelopes supplied to tenderers, opened at the same time by the Clerk in the presence of at least one Councillor
- Tender documents sent to Alison by Dave Carr within 2 weeks, give 4 week tender return time after advertising or contacting specific contractors

6. **Open forum** – EVHMC ask Hereford Heating for quote to undertake shower work, committee pays for work.
7. **Date and venue for next meeting** – Alison arrange when tenders sent out.

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