

Minutes of Meeting on 24th April 2025
Elmstead Parish Council – New Community Centre Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Mr R Fairweather, Mrs J Grotier (Chairman), Cllr M Hare, Mrs D Stammers, Mrs R Valentine, Cllr M Ward and Mr S Wright.

Also Present: Mrs A Baxter (clerk).

Not present: Cllr A Gladwin, Cllr L Richfield, Cllr T Sanders, Mrs L Scott and Mrs J Triscott.

25/025 Chairman's welcome

Mrs Grotier welcomed everybody.

25/026 Apologies of Absence

Apologies were received from Cllr A Gladwin, Cllr L Richfield, Cllr T Sanders and Mrs J Triscott.

25/027 Declaration of Pecuniary Interests and Personal Interests

None.

25/028 Approval and signing of the minutes from the meeting of 27th March 2025

It was resolved to accept the minutes from the meeting of 27th March 2025 as true and accurate, with the addition of "anti" before loo roll brigade in item 25/020. Proposed: Cllr Hare, Seconded: Mr Fairweather, all in favour.

25/029 Public Speaking

No public present.

25/030 Land registry update

Any updates from our solicitor.

The clerk updated that she is communicating with the solicitor and TDC about the address for the new community centre so that it can be recorded by land registry.

25/031 Work stages 4a and 4b and pre-commencement conditions.

An update.

The clerk updated that Cllrs Sanders and Gladwin have sent two documents for the waste reduction and sustainable travel pre-commencement conditions to her. These will be sent to DCB to check before being submitted.

Socotec has been appointed to be the registered building control approver. The initial notice has been signed on our behalf and submitted to the Local Authority. DCB has submitted their drawings package. The structural engineer's and M&E drawings also need to be submitted and we are waiting for those to be completed so that we can approve them before they are submitted.

It was asked for the timing to receive the Superstructures and Brontide drawings. Mr Fairweather said that they would need to go to the committee before the council decides on them as they are the most important part of the project.

Mrs Grotier raised the tender stage timings being 6 months. The clerk added that once we get the quotes back we will be potentially doing a cost reduction exercise so it will take longer to get to the contract award point. There was a longer discussion on timings and the regulations governing the spending of public money.

Cllr Hare asked if the heating would be included, DCB included the M&E engineering cost with their quote for this work stage. DCB appointed the experts in their field to do the required work. They are qualified, reputable companies that DCB has worked with before.

Mr Fairweather asked what the buildings regulations will be based upon, the drawings may not be appropriate. He is not concerned about the building but is concerned about electricals, lights and heating etc. It was asked if they would be giving us options.

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Mrs Grotier went through Brontide’s scope of services.

DCB has asked us about the electrical load required for the kitchen. What’s been said to them so far is that it’s likely to be a hybrid kitchen, but it’s not decided yet. Mr Fairweather said that Go Homes has already put a 3 phase supply in for the community centre. The site foreman said many years ago that there was a 3 phase supply under where the access road to the community centre is located. The clerk asked Go Homes for their utility drawings for DCB. That supply wasn’t evident on those plans.

There was a discussion on what would be needed for the electric car charging points. Most council points are trickle charge. Or you can get solar powered car shelters. Would people want fast chargers? Some vehicles can’t use them. We could get grants for them.

The committee viewed the electricity drawing and correspondence between Brontide and Go Homes:

Brontide sought clarity on the HV diversion identified on the electricity drawing – it was unclear if this was the position of the diverted HV (close to proposed car parking) or the existing HV cable to be moved. Please could we confirm the HV diversion actual diversion route? Go Homes responded that the HV works have already been done as there were overhead lines there originally running across the field so were dropped and the cable put in the ground approx. October 2018.

It was not clear what this meant in relation to the supply Mr Fairweather was told about.

It was agreed to request a meeting with DCB and subcontractors to discuss the electrics and heating etc. This was provisionally agreed for Thursday 8th May, Mr Fairweather is to check the hall availability and the clerk will check with DCB.

25/032 Funding update

i) To review the current funding.

This had not substantially changed since last month. The clerk has spoken to Mr Board twice to try and get a meeting with Lanswood about their s106 contribution. He is chasing but we’ve not heard back. Mrs Grotier will try to speak to Mr Shaikly at an upcoming meeting.

It was asked if, when we do the deed of variation and change the wording, can we include spending the contribution on the building. The clerk has asked TDC if this is possible, as it is supposed to be an open spaces contribution. The reply was that this would be more complex than changing it to what was previously discussed. They advised that there is no planning policy basis for this change and strongly recommended the council getting legal advice if they wished to pursue this as it would potentially contradict the other legal agreements in place. The original s106 says it’s for a 3G artificial grass pitch, and the deed of variation to change it to “(a) the provision of publicly accessible outdoor gym/sports equipment (and associated maintenance of that equipment) within the Charity Fields site at School Road, Elmstead Market, Essex; and (b) works to improve public access to the Charity Fields site;” was never completed.

This is the same response we got when a new planning application suggested a contribution to the building of the community centre instead of affordable housing.

TDC are happy for the change we tried for before and to add car park but don’t support a change to use it for the building. The car park and groundworks look like they will come to over £400k. It wasn’t felt it would actually cost this.

ii) Any update on potential additional funding.

The expression of interest for the lottery is very detailed so it needs more work.

iii) Any update on the public survey.

This will be done at the same time as above.

iv) Trees and hedges. Any update.

The clerk has contacted the Woodland Trust and they said they would be happy to support us with their free tree scheme. She also contacted DCB about what would need to happen if the

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trees are moved from the community centre land to the open spaces land and we change the type of tree to match what is on offer. They responded that we would need to submit another landscape plan, with a cost to do that. They also said that it would need to be looked at again for biodiversity net gain. The committee previously spoke about moving the tree locations so that we can get them planted sooner rather than later through the Woodland Trust scheme. If we apply for the current round we would get them in November. Mr Fairweather suggested we order them now, plant them and then move them once it's all sorted. The trees we're ordering are similar but not exactly the same as on the landscape plan. There was a reluctance to have to pay more on biodiversity planning.

25/033 Any other updates
None.

25/034 Matters raised for the next agenda or for information only
None.

25/035 Date of next committee meeting
29th May 2025.

The meeting closed at 8.18pm.

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Signature

Date