

**Minutes of Meeting on 28<sup>th</sup> August 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 R Valentine, Cllr M Ward and Mr S Wright.

**Also Present:** 4 members of public.

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

**25/056 Chairman's welcome**

Mrs Grotier welcomed everyone.

**25/057 Apologies of Absence**

Apologies were received from Cllrs Gladwin and Sanders, and Mrs Triscott. Apologies were also received from the clerk.

**25/058 Declaration of Pecuniary Interests and Personal Interests**

None.

**25/059 Approval and signing of the minutes from the meeting of 26<sup>th</sup> June 2025**

Mr Fairweather said that the colour of the windows was discussed at the last meeting under 25/051 and the discussion has not been included in the minutes. He and some other members prefer white. Some felt that grey is a more modern look. Cllr Hare reported that the new community centre at Eight Ash Green will have an anthracite roof and windows. Mr Fairweather reported that it has a cost of £800k and took 5 years.

The minutes were held over until the next meeting.

Mr Fairweather read the PC minutes from April 25, when it was resolved for the windows to be grey. Why wasn't this fed back to the committee? They would like to be clearer on the rationale for the change of colour. Mrs Grotier will attend the PC meeting and ask.

**25/060 Public Speaking**

None.

**25/061 Work stages 4a (building regulation stage) and 4b (tender stage) and pre-commencement conditions.**

i) *The tender documents have been received and circulated. Any comments?*  
Mrs Grotier went through the points Mr Fairweather had already provided (in italics).

*There is still only a very small patio area on the western elevation.* Mrs Grotier provided feedback on why the full sized patio hasn't been included. The patio wasn't included in the planning permission so hasn't been in the architect's instructions to avoid complicating matters. Mr Fairweather asked how does that get included in the costing? Doesn't it need to be included in the tender documents?

Cllr Hare felt that with the tender information we have been given a builder would find it impossible to price and that we haven't reached the stage where we can go out to tender yet.

*There is no dishwasher in the main kitchen which is considered essential but there is a washing machine which I think is not essential.* For the dishwasher the connection will be the same as for a washing machine. We don't need a washing machine but the connection is the same. It was responded that DCB should label it correctly.

*I can see no connections for a plumbed in countertop hot water boiler in the main kitchen. To be added.*

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*There are no connections shown for an OHP and screen in the main hall. There is a comment on the plans that says if we want an OHP it could be powered from the light bar connection. Mrs Grotier spoke about a short throw projector sitting just above the screen, so there are no wires or shadow. Mr Fairweather believes that the current system is better, the people who use it say it is the best system. Mrs Grotier added that the short throw projectors are easier to use and if the current system fails you have to replace it all which is a false economy. We could say we want to have the ability to do both. To be added to the plans.*

*They are talking of fixing the luminaires to suspended ceilings. I thought we were having plasterboard fixed direct to joists? Mrs Grotier read through Cllr Gladwin's explanation. He believes that the joists are on top of the hall block walls so the ceiling needs to be dropped to meet the 3.5m height. If the ceiling was on the bottom of the joist it would be nearly 7m high. Mr Fairweather didn't understand this explanation as we're not having a suspended ceiling.*

*The luminaires shown on the schedule for the main hall and small hall are 4000k fittings which are not suitable as we have art classes which require 6000k daylight fittings. It was agreed we need 6000k.*

In addition:

On p190 of the QS document there are 5 costed items, ironmongery for the doors at £7.5k, kitchen appliances £10k, a car park barrier of £20k (Ron has found a new one on eBay for £500), is the QS trying to bump up the price to something outrageous? Bin store and recycling bins £25k, cycle store and stand £15k. It was felt that these prices were ridiculous. We can probably get grants for cycle store. Some of these items can be purchased with the s106 open spaces. We don't have enough money to have the fancy options.

To ask DCB - Where have the above figures come from and is this the final tender document? Cllr Hare thought that there would be proper folders for each job with everything specified within it.

It was asked if we can we have a meeting with the Eight Ash Green committee?  
It was asked if the committee can meet with the architects.

**25/062 Funding update**

*i) To review the current funding.*

No update available.

*ii) Any update on potential additional funding or the public survey.*

The public survey is ready to be delivered. Mrs Valentine asked about why some questions were needed. It is an intrusion of people's privacy. Gender, ethnicity and disability are optional questions.

There are a lot of new people in the village who didn't get an opportunity to respond to the previous survey, we've gone from 800 to 1,200 houses. There was a discussion on who can deliver flyers.

**25/063 Any other updates**

None.

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**25/064 Matters raised for the next agenda or for information only**

Mrs Grotier will attend the PC meeting.

Lanswood funding, we still haven't had a meeting about the s106. It's still a 3G pitch, the 106 has got to be changed.

**25/065 Date of next committee meeting**

25<sup>th</sup> September 2025.

The meeting closed at 7.48pm.

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