

**MINUTES OF THE MEETING OF THE RECREATION GROUND COMMITTEE OF HAZELBURY BRYAN  
PARISH COUNCIL HELD IN HAZELBURY BRYAN VILLAGE HALL ON MONDAY 21<sup>st</sup> MARCH 2016 AT  
8.00 PM**

**Present:** Cllr Alun Read (AR), Chairman, Emma Grayson (EG), John Grayson (JG), Jim Bettle (JB) and Helen Fry (HF). Members of the public – none.

**Minutes:** Clerk - Malcolm Wilson (MW)

**9/16. Apologies for absence:** Received from Sandra Jeffrey (SJ)

**10/16. Declarations of Interest:** None

**11/16. Minutes of the previous meeting:** The minutes of the meeting held on 8<sup>th</sup> February 2016 were approved.

**12/16. Matters arising:** EG gave MW a memory stick with copies of previous minutes; the allotments water and zip-wire remain outstanding

**13/16. To consider progress on plans to develop the new community pavilion:** JB has received a further donation from the Trustees of the Wonston Club, this time for £10k. MW will write a letter of thanks. AR/JB/MW had met with Jonathan White of Align Building Consultancy. Minutes of the meeting had been circulated to the Committee and are attached below as appendix 1. JB stressed that for a project like this, community self-build was not a practical model in the current regulated environment. It was agreed that 3 contractors will be approached to tender for acting as the Principal Contractor. The specification will be the latest plans with certain items excluded – final landscaping, internal decoration, second fix carpentry, and potentially the external cladding. MW will supply JB with a copy of Financial Regulations relating to tender procedures.

Although accumulated funds now total £60k, the revised, more formal approach to the project will mean an increase in the cost. Whilst it might be possible to negotiate with the preferred supplier identified through the tender process to reduce their costs there may well be a funding shortfall. The Committee therefore hopes that at its next meeting the parish council will agree in principle to provide top-up funding of a “reasonable” magnitude. This could be by way of using reserves or taking a long term, low fixed interest rate loan from the Public Works Loan Board. MW confirmed he had already prepared a budget for 2016/17 assuming a PWLB loan of £20k which showed this was eminently affordable. Grant money may also be available to cover any shortfall.

**14/16. Any other matters relating to the Recreation Ground:** JB has repaired the cricket nets; JB will organise a delivery of a significant amount of woodchip for the play area surface; HF has done the year end accounts – funds will be moved across to the parish council after 1<sup>st</sup> April 2016; the prices for a new zip wire look to be beyond the means of current funding – perhaps fitness training equipment might be a better alternative – more thought required by all.

**15/16. Date of next meeting:** The next meeting will be at 8.00 pm on Monday 18<sup>th</sup> April 2016 in the hut on the Recreation Ground. Thereafter, the aim will be to have the meetings on the Monday, 8 days before the parish council meeting held on the first Tuesday of every month.

**16/16. Close of meeting:** With no further business to discuss the Chairman closed the meeting at 8.55 pm.

#### **Appendix 1**

#### **Notes of a meeting with Align Building Consultancy held on Thursday 17<sup>th</sup> March 2016.**

**Present:** Jonathan White (Align), Alun Read, Jim Bettle and Malcolm Wilson

**Purpose of meeting:** To explore how the project might move forward ensuring best value for the community and adherence to the necessary safety and financial regulations.

**Introduction:** JB explained the 12 year background to the project. Funds accumulated amount to £60k. He has quotes for groundwork, drainage, blockwork, roof, windows and doors. These total £52000. Electrics and plumbing add another £15000. External cladding and the verandah would be done by volunteers. Cost of 3 phase electrics included – it is still debatable if this is needed or whether quick recovery showers would be better. No gas or oil is planned. The quotes are based on using local tradesman offering keen prices to support the community project. Quotes from other tradesman have been obtained to compare.

JB mentioned that quotes received years ago from contractors to do the whole job ranged from £98k - £140k. JW felt that given the size, approx 1900/2000 square feet, a typical rule of thumb build cost would be £80- £100 per square foot.

Quotes for the groundwork up to wall plate have been received - £50k from Snooks, £34k from A Moore. JW felt the prices we had obtained were very competitive.

**Regulation:** JW felt the project would be notifiable under the CDM rules. He thinks this is appropriate given the public nature of the project and if not logged at the outset could be noticed by roaming HSE inspectors. The first step is to decide on who is the Principal Designer (PD). This could be the architect, or even HBPC. The PD has a duty to appoint a competent Principal Contractor (PC). This could well be the builder running the project. If local tradesmen are used as effectively sub-contractors by the PC then the risk control position is clear. The PC could also take on the role of PD provided the PC is involved at a very early stage.

The PC will have to ensure all rules and regulations regarding site safety, first aid etc are complied with and properly evidenced. A project plan will be required in advance. HBPC will have a duty as the PD to keep a general eye on matters.

JW confirmed it would not be unreasonable for the existing wooden building to be dismantled and removed on a “buyer collects” basis

What became clear is that the idea of a village “self-build” is unrealistic in the current environment.

**Building Regs:** JB has a quote from the architect of £1k to submit the latest plans for approval.

**The way forward:** It seems clear that a PC needs to be appointed to take responsibility for the whole project. Three tenders will be required under Financial Regulations, potentially Snooks, Moores and one other. JW suggested using the existing plans as the basis for the tenders but explain that certain items are excluded - decorating, landscaping etc. This will ensure a consistent, level playing field. If the quotes received are viewed as too high then it would be legitimate to approach the lowest (or lowest two?) and ask them to trim the price by using the local tradesmen as sub-contractors. This should ensure due process is followed, a competent PC is appointed and the excellent value offered by local tradesmen is captured.

**Align’s role:** JW gave his time and expertise pro bono for this meeting, which is very much appreciated. He is also happy to deal with ad hoc queries and questions at any stage in the process, again at no cost.

They could also be part of the tender review process on a paid basis. They would validate the chosen tender and prices and also help with the standard minor works contract that will be required between HBPC and the PC. The contract will include details of start and end dates, the specification and plans, stage payments etc. It is a standard procedure that any competent PC should be familiar with. HBPC has previously indicated it would be prepared to cover this cost.

**Finance:** Significant funds have been gathered through the hard work of the Recreation ground volunteers and donations. There might be a shortfall once the quotes are received. This gap could be covered by HBPC taking a Public Works Loan Board low interest fixed rate loan or possibly through grants.

**Actions:** The Recreation Ground Cttee to consider this report at its meeting on Monday 21<sup>st</sup> March 2016 and recommend a course of action to HBPC; JB will draft a tender specification

Malcolm Wilson

Clerk to HBPC

17<sup>th</sup> March 2016

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