

New Pavilion & Projects Committee

Minutes of meeting held 7.00pm on Tuesday 4th August 2020 via remote attendance.

Present: Council members: Cllr S. Booth, Cllr M Booth, Cllr C Brewis, Cllr K Davies, Cllr A. Scarlett, Cllr T. York.
Co-opted members: Mr D. Earth (SBUFC), Mr D. Smith (SBUFC).
Clerk: Mr R. Smith. Admin Assistant: Mrs K. Croxford.

10.20 Apologies for absence.

None

11.20 Declarations of Interest

None

12.20 To agree the minutes of the last meeting

It was **resolved** to approve the minutes of the meeting held on 21st July 2020.

13.20 To resolve on moving into closed session on the grounds of confidentiality in accordance with the Public Bodies (Admission to Meetings) Act 1960 s.1(2), as the following matters relate to terms of tenders, or proposals in negotiations.

It was **resolved** to move into closed session

14.20 To received progress report from the clerk.

- i. The clerk had contacted individuals involved with the build of a pavilion at a neighbouring parish and obtained information regarding their build.
- ii. The clerk reported that he had approached at least 5 architects and consultants. Details of quotes were shared with the committee

15.20 To consider quotations.

- i. The Committee discussed the various quotes received. Suggestions were made on whether to proceed with a 'design and build' contract or a traditional 'employer designed' contract.
- ii. Further comments were made noting the advantages of architects detailing exact requirements for the building, as changes further down the line could raise costs significantly.

16.20 To consider building design.

- i. Design requirements.
 - a) Suggestions were made for the following to be considered in the new building:
 - Inclusion of up to 5 shower rooms
 - Increase building size to include possible housing for Parish Council utility vehicle
 - One or two storey building
 - Fitness room
 - b) The clerk informed the committee that it would need to demonstrate a need for a further sport to be included in the new build, in order to obtain grant funding from Sport England.
- ii Thanks were conveyed to the clerk for his work on moving the project this far.

17.20 To consider contract requirements

- i. It was resolved for the clerk to circulate to the committee a draft architect's brief for members to comment on and add to. The brief was intended to be used to obtain more aligned quotes from architects to get the project to 'stage 1', where the planning application and other regulatory requirements had been completed and outline drawings and provisional costings for the new Pavilion provided. From this, either further quotes for an 'employer designed' building, or tenders for a 'design and build contract, could be made. It was also expected that from this 'stage 1' document, grant applications could be made.
- ii. To review quotes, it was suggested that a few members from the committee could form a working party to meet architects short listed by the committee.

18.20 To agree next steps.

- i. Preparation of architect's design brief and statement of requirements.
- ii. The committee agreed on a socially distanced meeting to be held 6pm Thursday 20th August 2020 outside the existing Pavilion to discuss the location of the new building.
- iii. Following meeting to be held 7pm, Tuesday 25th August 2020.

The chairman closed the meeting at 8.01 pm.

Signed
Chairman

Date.....