

Minutes of a meeting of the New Pavilion Committee held 18:00hrs Tuesday, 03 May 2022, held in the Bridge Room at the Curlew Centre, Sutton Bridge.

Present: Cllr S Booth, Cllr C Brewis (chairman), Cllr D Bruch, Cllr K Davies, Cllr R Goodwin, Cllr R Perkins, Cllr C Robinson, Cllr A Scarlett, Cllr T York, Mr D Earth (SBUFC), Mr D Smith (SBUFC), Mr R Smith (clerk), Mrs K Croxford (Admin. Asst.) Mr R Sandall (Ridge & Partners)

Absent: Cllr M Booth, Cllr Pitt.

The Pavilion Chairman, Cllr Brewis, welcomed everyone to the meeting

- 22.001. Apologies were received from Cllr M Booth and late apologies received from Cllr Pitt.
- 22.002. There were no declarations of interest or requests for dispensations.
- 22.003. It was **resolved** to approve the minutes of the meeting held on 09 November 2021. Abstained: Cllr Bruch, Cllr York.
- 22.004. It was **resolved** to move into closed session in accordance with the public bodies (Admission to Meetings) Act 1960 s.1(2).
- 22.005. **Project Management report.**
01. Mr Sandall circulated a draft Project Execution Plan (PEP). This was not a design plan but rules of engagement to complete the project and a live document that could be worked upon.
 02. The project budget (appendix F) had been calculated based on the size of the Hethersett pavilion. This was a starting point and would be revised as the process progressed and plans solidified.
 03. It was noted that applying for grants for funding would be undertaken during the process.
 04. The project would follow the Royal Institute of British Architects (RIBA) plan of work and that this brief would take the project through stages 1 to 4 (appendix D).
 05. The clerk noted that the Parish Council would need to undertake a public consultation exercise on the project, which should be incorporated into the Master Programme (appendix B). This could take place when design options had been received.
 06. The clerk would send Mr Sandall an updated project directory (appendix C).
 07. The Change Control Schedule would include any changes made to the project. Any cost variations would be highlighted before decisions were finalised.
 08. The clerk would send Mr Sandall a copy of the Memorial Park showing the ownership boundaries.
 09. CDM Regulations outlined the roles and duties of the Parish Council. Some duties would be delegated to the principal contractor. Ridge & Partners would provide advice at all stages.
 10. A design team procurement document would be produced by Mr Sandall and sent to the clerk prior to the next meeting.
 11. The clerk would forward the committee's terms of reference to Mr Sandall. The terms were scheduled for review at the Council's Annual Meeting Tuesday 31 May 2022. For the full Parish Council to resolve on delegating appropriate levels of authority to the committee, Mr Sandall would inform the clerk of the decisions the committee would need to approve, with timings.
- 22.006. **Sutton Bridge Youth Centre Charity**
01. A proposed resolution, to offer the Sutton Bridge Youth Centre Charity a full repairing lease for a token annual rent for the old pavilion in the Memorial Park when the new pavilion is in operation, was deferred to an appropriate future meeting.
- 22.007. The next meeting was scheduled to take place 18:00hrs 07 June 2022.

The chairman closed the meeting at 19:15 hrs.

Signed
Chairman

Date.....