

# New Pavilion & Projects Committee

## Minutes of meeting held 7.30pm on Tuesday 21<sup>st</sup> July 2020 via remote attendance.

**Present:** Council members: Cllr S. Booth, Cllr M Booth, Cllr C Brewis, 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.

### 1.20 To elect a Chair

It was **resolved** to elect Cllr Brewis.

### 2.20 Apologies for absence.

Cllr K Davies

### 3.20 Declarations of Interest

None

### 4.20 To agree the minutes of the last meeting

It was **resolved** to approve the minutes of the meeting held on 10<sup>th</sup> September 2019.

### 5.20 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

### 6.20 To review funding situation.

The Clerk reported that grant funding from the East Coast Community Fund was still open. As resolved, an extension had been requested and agreed. This was subject to submitting further information to formalise a grant offer.

### 7.20 To consider the requirement for public consultation.

- i. The clerk reported that there was no legal requirement for a public consultation to allow the Parish Council capital spending on a project such as a new pavilion. However, if a PWLB loan application for works was made, a level of public consultation would need to be demonstrated.
- ii. It was noted that a level of public consultation and local support would likely assist in any grant applications.
- iii. Due to the current government Covid-19 advice, holding a public Parish Meeting for consultation purposes was problematic. A remote Parish Meeting was not included as permissible by the Coronavirus Act 2020.
- iv. Other means of consultation (on-line/postal polls, petitions, etc) were possible, but would need to consider obstacles to participation for various sections of the community, as well as cost.
- v. The requirement and/or means for public participation would need to be considered by the full Parish Council.

### 8.20 Next steps.

- i. Design requirements.
  - a) Suggestions were made for the following to be included in the new building:
    - Larger storage area
    - Possibility of storage for other users.
    - Separate external access to individual changing rooms
    - Metal shutters on outside doors
    - Larger club area
    - Extension of existing footprint on plans by 3- 4 metres
    - Legal requirement of a roadway for emergency vehicle
  - b) The clerk would circulate to committee members Sport England design guidance documentation and a copy of the initial plans for the pavilion as previously provided by the SBUFC chairman.
- ii. Tender process
  - a) The clerk reported that the Parish Council was required to publish information about any opportunity to tender for works >£25,000 on 'Contracts Finder', the Government's on-line procurement search tool [The Public Contracts Regulations 2015, Ch.8, s.109-114]. The clerk had re-registered for the service and would determine the process required for the submission of tender notices.

- b) It was agreed that the clerk should seek the necessary technical assistance to produce a suitable design and works tender document and would obtain quotes from at least three architectural/planning consultants to undertake this.

**9.20 Next meeting**

To be held 7pm, Tuesday 4<sup>th</sup> August 2020.

The chairman closed the meeting at 8.40pm.

Signed .....  
Chairman

Date.....