

# **Notes of the meeting of the Village Hall Working Group**

## **held on Wednesday 8 September 2010 at 7.00 p.m.**

Present: Peter Newell, Bill Pinkerton, Martin Shann, Robert Crocker, Brian Leach, Rowland Butt, Ray Tollady, Mary Ann Canning;

### **1. Apologies**

Colin Smith

### **2. Notes of Previous Meeting**

The decision on village liaison was clarified – each member of the working group to re-instate liaison with their village groups as allocated for original publicity.

The Parish Council agreed at their last meeting on the 6<sup>th</sup> September that, following the outcome of tonight's meeting, they would assemble a new Village Hall building update leaflet to deliver to the whole village and add to the website and notice boards, with a similar update in the Grapevine.

### **3. Tender Review**

RB reported that the lowest tender shows consistency with his cost plan when analysed, with main variances as expected – these being due to changes in specifications since the cost plan was produced.

*Breakdown between Hall and CRF:*

The lowest tenderer had provided a breakdown, which gives the total for the hall and basic external works of £474,000, which was very close to RB's estimate.

Potential Savings: RT outlined a list of savings discussed in his meeting with the tenderer – these were discussed and several options agreed as potential savings. The sums involved were not large, however. This list was discussed and acceptable savings of c £3,600 which were without detriment to the design of the structure were identified by the group.

Additional costs were also identified for the SUDS drainage scheme – to be negotiated by RB as soon as possible.

An option of including the concrete foundations for the CRF (an additional cost of about £12,000) within the contract was discussed and this was agreed.

### **4. Appointment of Contractor**

The working group agreed at the end of the meeting that RT and RB be Instructed to sort out final savings with the lowest tenderer.

RB will be reporting back the recommended contract sum including the CRF foundations (concrete only), as part of his written tender analysis.

RB will then draft letter of intent for issue to the successful tenderer.

It was noted that the contract has been priced for a 34 week construction period, with start on site possible by mid October.

**5. Submission of Building Regulations Package and Discharge of Planning Conditions.**

RT needs a cheque asap to make the Building Regs application.

MAC and RT to submit planning condition information as one package next week.  
MAC needs any comments on revised landscape scheme, as now agreed with residents of Pigeon House Lane, prior to this.

**6. Quotes for WREN grant**

RB to request that the contractor seeks 3 quotes for the fixtures and fittings that will be grant aided by WREN as this is a requirement of this grant.

**7. Date of Next Meeting**

No meeting date was set.