

# HERNE & BROOMFIELD PARISH COUNCIL

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Minutes of the meeting of Herne & Broomfield Parish Council Community Centre Committee held at Wootton Room, Herne Mill, on Thursday 7<sup>th</sup> January 2016 at 7.30pm, for the purpose of transacting the following business.

Present: Cllr Davis, Cllr Blatherwick, Cllr Rafferty, Cllr O'Donnell, Linda White, Mabel Wright and Cllr Harvey.

Not present: Ann Berry.

Cllr Davis told members that Cllr Harvey had been asked to attend the meeting as chair of Finance committee.

<b>01/16</b>	<b>Apologies for absence</b> received from Ann Berry.
<b>02/16</b>	<b>The minutes of the meeting held on 15<sup>th</sup> October 2015</b> were agreed as a correct record.
<b>03/16</b>	<b>Declarations of interests and requests for dispensations.</b> None
<b>04/16</b>	<b>Matters Arising.</b> None

## Public adjournment

**The meeting will be adjourned to allow members of the public to speak about items on the agenda.**

**Name and address to be given**

1 person in attendance

<b>05/16</b>	<b>To look at Income &amp; Expenditure up to 31<sup>st</sup> December 2015.</b> The clerk told members that the Income to date was £7,327.10 with Expenditure of £5,113.48 which includes salaries. The hall is making a profit despite there being work carried out during the year.
<b>06/16</b>	<b>To discuss the outcome of the public consultation and how the new hall project will be moved forward. To also discuss extending the consultation period until 28<sup>th</sup> Feb 2016, to try and get more responses.</b> Cllr Davis told members there had been 158 responses to the consultation, 10 of which were invalid as they didn't have a postcode, address or were two from one property. Of the 148 there 95 in favour and 53 against. The response was approximately 5% which is better than the national average for these types of consultations, 2.2%. Although the decision has been taken to increase the precept this year Cllr Blatherwick had asked for the consultation to continue until 29 <sup>th</sup> February this year. This will enable those who haven't yet responded to do so and hopefully increase the amount of responses. The decision on the loan will not be made until the revised costs for the build have been received. Cllr Davis will do a press release, there will be notices for the noticeboards and it will be on the web site. The options for responding are the same as before. Cllr O'Donnell and Cllr Harvey agreed to attend outside the school and talk to parents and ask them to respond if they haven't already done so. The clerk will contact the Headteacher just to let him know what is proposed, he will also be asked if he could send a message to parents letting them know this is happening. Forms will be left in the doctor's surgery and anywhere else that people congregate, such as the Community Centre. This will go forward as a recommendation to full council.

	<p>The clerk told members that she had told the parish council that she intended to reduce her hours to probably two days a week hopefully at the end of the year; due to this is, it was going to be necessary to have a larger office to accommodate two people. Therefore when the architect and employers agent came to discuss the Community Centre project they were asked to see if there was a way that this could be accommodated in the new building.</p> <p>The architect called in this morning and Cllr Blatherwick was available to attend as well and the architect showed some rough sketches of how he had made internal alterations to the building to incorporate an office. He has moved the toilets up the mezzanine and that area would become the office, this negates the need for a lift. The disabled and family toilet remain on the ground floor. The clerk explained that the cost of the alterations would be met by the earmarked reserve for a parish office. The architect also explained that the alterations would not alter the footprint of the building just a small internal change and this could hopefully be a minor amendment to the planning application and be dealt with under officers delegated powers. Members approved the amendments and recommended that this be endorsed by full council.</p> <p>The clerk then spoke about the employer's agent. Following a meeting with them, they had suggested that in order to get a firm price it would be better to have a Bill of Quantities which is a traditional procurement route, rather than the Design &amp; Build option, which developers will load the price because of the risk to them. Cllr Blatherwick told members this was a route she was much more familiar with and was happy with the suggestion. It was agreed to recommend this to full council for approval. Following on from this it would mean that the contract negotiated with Betteridge &amp; Milsom would need modification. If the traditional procurement route is used, they will need to carry out a fair bit more work, producing a bill of quantities and tender documents etc. the increased cost for the additional work has been discounted and would be an additional £11,500. They would also put together a programme. Members approved this and recommend it to full council.</p>
<b>07/16</b>	<p><b>To discuss grant applications.</b> The clerk reported that she had contacted Viridor regarding a grant, the response had been that they wanted the hall to be a charity or a trust. The clerk explained that if that was the case the parish council would not be able to reclaim the VAT on the build which would amount to a large sum of money and would negate the grant. They have said they would look at it and come back. Linda said the 100 club was still ticking over and she would soon be sending out reminders that renewals were due. Mabel told members that the Nosh &amp; Knowledge is booked for 5<sup>th</sup> March, tickets £8 each. Andy Harvey told members that he intended working with Michelle on an emergency plan in order that the Community Centre can be used in an emergency.</p>
<b>08/16</b>	<p><b>Members' reports and clerks correspondence.</b> None</p>

Meeting closed 9pm