

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk
Parish Clerk: Natasha Carver

**Minutes of the meeting of the Property, Policy & Resources Committee held on
Tuesday 2nd March 2021 at 7pm Via Zoom
Adjourned meeting held on Tuesday 9th March at 12 Noon via zoom**

Meetings are being held under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 for the purpose of transacting the following business.

Present:

Cllr S Gurney – Chair of the Committee
Cllr B Johnson
Cllr D King
Cllr Britcher
Cllr Fulcher (Joined the adjourned meeting held on 9th March at 12noon)

Also in Attendance:

N Carver – Clerk
M Marshall, DJ Designs (Joined the adjourned meeting held on 9th March at 12noon)

The Chairman welcomed members and opened the meeting at 7pm.

1. Apologies and acceptance for absence

Apologies were received from Cllr Fulcher and Mike Marshall from DJ Designs for meeting held on 2nd March these were **ACCEPTED**

2. Declarations of Interest and Dispensations

It was noted Cllr Britcher is a member of the IET.

3. To Approve the Minutes of the Meeting Held on 26th January 2021

Minutes had been circulated from the meeting held on 26th January 2021.

It was

RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR GURNEY AND SECONDED BY CLLR JOHNSON.

Noted Cllr Britcher abstained.

4. Public Participation

No public present at the meeting.

5. **To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public for the duration of the following items in view of the confidential and personal nature of the business to be transacted. If resolved, such items to be dealt after the item that confirms details of the next meeting. PROPOSED BY THE CHAIR AND AGREED**

6. **Community Centre**
This item was discussed after agenda item 8 following the resolution to exclude press and public in the view of the confidential nature of the business being discussed.

7. **Exchange of Information**
No further information.

8. **To confirm the date, time and venue of the next meeting**
Clerk to confirm the next meeting date.

The meeting was closed to press and public and the following items were discussed.

6. **Community Centre**
The clerk had emailed the committee with a verbal update from DJ Designs due to unfortunately unable to attend the meeting on 2nd March. The update was discussed and it was
PROPOSED BY CLLR GURNEY TO ADJOURN THE MEETING TO ALLOW DJ DESIGNS TO ATTEND AND ANSWER ANY QUESTIONS RAISED. THE CLERK TO CONFIRM TIME AND DATE. IT WAS AGREED BY ALL

Meeting closed at 8:35pm

Meeting reconvened at 12 noon 9th March 2021 via zoom

- 6 a) Mike Marshall gave a verbal update to the committee. The tenders for the roof are now being prepared along with the windows and would look to be uploaded onto contract finder for end of March.

Mike Marshall from DJ Designs confirmed that they would oversee Health and safety and would be the principal designer for all 3 tender, the contractors must provide a method statement that would assess the risks.

A discussion was had on the replacement of windows and was **AGREED** to replace with UPVC and have the full-length window bricked at the bottom, this will help with thermal insulation and aesthetics of the building.

It was proposed by Cllr Gurney for at least two members of the public be in attendance of the tenders being opened, more public may attend pending the COVID restrictions. It was **AGREED**. Once the tenders have been narrowed down DJ Designs will analyse and report back to the council with recommendations.

CONT AGENDA ITEM 6

b) The committee reviewed quotation for M&E Design Services provided by DJ Designs, this would need to be completed as it provides specification to procure works set out by the tender document. It was proposed by Cllr Johnson and seconded by Cllr Britcher to gain a further 3 quotations for this work. It was **AGREED BY ALL**

c) The following timetable was discussed for Re-roofing Project. Tenders for all elements of work to be advertised early April for a 4 week period. Following the review of the tenders work to look to commence June 2021 with a planned reopening date September 2021. These are only provisional time frames.

The meeting closed at 1:35pm 9th March 2021

DRAFT

Approved.....

Date.....