

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 30th March 2021 at 7pm 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 Fulcher

Also in Attendance:

N Carver – Clerk
M Marshall, DJ Designs

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

1. **Apologies and acceptance for absence**
Apologies were received from Cllr Britcher these were **ACCEPTED**
2. **Declarations of Interest and Dispensations**
No further declarations of interest made
3. **To Approve the Minutes of the Meeting Held on 26th January 2021**
Minutes had been circulated from the meeting held on 2nd/9th March 2021.
It was
**RESOLVED TO ADOPT THE MINUTES OF THE MEETING PROPOSED BY CLLR GURNEY AND
SECONDED BY CLLR JOHNSON, AGREED BY ALL**
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

a) DJ Designs gave a verbal update on documents submitted to the Parish Council and answered questions from Cllr Fulcher on Solar Valtex Systems, it was confirmed M&E design consultant will look at this as part of the design work. He confirmed samples of window will be sent to the Parish Council offices to look at, but we are not permitted to use a particular company for the windows.

b) Following a discussion on the quotations received for the M&E design submitted, it was proposed by Cllr Fulcher and Seconded by Cllr Johnson to accept the quotation from AHL. It was

RESOLVED TO AGREE BY ALL WITH THE FOLLOWING REASONS

AHL ARE FAMILIAR WITH THE SITE

ALH WORKED ON THE DIMOND JUBILEE LODGE AND HAVE SHOWN COMPETENCE WITH THEIR WORK

THEY HAVE SHOWN THAT THEY WILL USE SYSTEMS COMPATIBLE WITH EACH OTHER THROUGH JOINED UP THINKING

DJ Designs confirmed that they will be asked to provide ideas as a basis with different options explaining their rationale behind their thinking.

c) Canhams had provide up dated drawings on the roof design to be used for the tender documents, these were previously circulated and **NOTED**

d) The basis for the tender documents for Window and roof replacement from DJ Designs was previously circulated. It was proposed by Cllr Gurney and Seconded by Cllr Fulcher to accept the documents for submission onto Contracts Finder by DJ Designs. It was

RESOLVED TO ACCEPT. ALL TENDERS WILL BE ASKED TO INCLUDE SUPPORTING DOCUMENTS, HEALTH AND SAFETY PRE TENDER PLAN AND A DETAILED LETTER COMPLIANT WITH JCT CONTRACT.

CONT. AGENDA ITEM 6

e) DJ Designs confirmed the following schedule of works for the Community Centre new roof and associated works

1. 5th April 2021 Tenders for the Roof and Windows submitted to Contacts Finder, as stated in HPC standing orders.
2. Sealed Contracts to be received by the Parish Council by 30th April 5pm
3. Contracts to be opened on 1st May at 10am in the Community Centre, members of the public will be able to attend
4. Chosen contracts taken away by DJ Designs to be analysed and information presented to committee.
5. Work to start on site week commencing 31st May for approx. 10 weeks
6. Following approval of the Parish Council the M&E tender will to be submitted to Contracts Finder by end April.

The meeting closed at 8:25pm

DRAFT

Approved.....

Date.....