

**Minutes of the Extraordinary Fremington Parish Council Parks and Playing Fields Committee
held on Thursday 20th December 2018 at 11.00am
at the Parish Council Offices, 12 Higher Road, Fremington**

- Present:** Cllrs Miss L Goodger (Chairman), S Adams, F Biederman, Mrs S Kingdom and A Rennles
Cllr I Crawford
Mr M Steart, Woodward Smith Chartered Architects
Mrs Victoria Woodhouse, Parish Clerk
- 1812/31 **Apologies for Absence**
Cllr Mrs J Cann.
- 1812/32 **Declarations of interests**
Cllr Biederman declared a Personal Interest in Item 1812/38 as one of the contractors is an acquaintance.
- 1812/33 **To agree the agenda as published**
Agreed.
- 1812/34 **Chairman's Announcements**
None.
- 1812/35 **Public Participation Period**
None.
- 1812/36 **To approve and sign the minutes of meeting held on 29th November 2018 as a correct record**
It was **resolved**, with no votes to the contrary, to approve the minutes of the meeting held on 29th November 2018 as a correct record. Cllr Miss Goodger duly signed the minutes.
- 1812/37 It was **resolved** that under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as they involve the likely disclosure of confidential information.

PART B

- 1812/38 **To receive recommendation(s) from the Parish Council's Architect and consider Tenders for the Replacement of the Beechfield Centre Project**
The Architect explained that the tender process had been advertised nationally and in line with EU regulations, approximately 11 tender applications were sent out and 6 received back. A further completed tender was received the day after the deadline and for this reason was invalidated. Out of the 6 valid tenders three were discounted due to price and the architect carried out a tender analysis of the other three submissions, the Architect also re-visited some of the specifications and changed for alternatives which were cheaper such as the heating system which was felt to be over-specification for the building, a fixed contingency was also given for each preferred tender. The architect gave a breakdown of the three tenders for consideration which were:
- Pearce £421,933.81 (including £15,000 contingency)
J&S £418,602.28 (including £15,000 contingency)
CDL £384,352.17 (including £15,000 contingency)
- The Architect expressed that they were three comparable figures, all three companies were on Woodward Smith's approved tender list and although he had not worked with CDL under a contract, would have no reservation in appointing and CDL was the only company to feel that a better specification for heating system is required.

The Architect explained that the Council could look at further cost savings by flipping the changing rooms and showers which would remove the need for a corridor and provide external access only to the changing rooms. This alteration could save, based on the square metre price, up to £10,000, it was explained that the corridor was only included in case the Council could not afford to build the whole building and the build could be undertaken in sections. The boiler could also be incorporated into the hall kitchen which, along with the lobby, could be made slightly smaller.

Members were informed that, following the approval of the precept and budgets at the December Council meeting, there would be £344,714 available for the project from the 1st April 2019. Cllr Biederman had committed £5,000 from his Investing in Devon fund giving a total of £349,714. It was noted that there would be further section 106 money available for the project from the West Yelland Development, however, this was unlikely to be until May 2020 and would only be 50% with the final 25% to follow later. The Council had agreed to sell the current Council Offices to release funds towards the project. Members were further informed that there is a minimum reserve of £50,000 and an anticipated reserve of £7,000. It was also noted that payments would be staged as works progress and there was a £15,000 contingency. The Architect explained that the proposal has been specified in detail and a fixed price was being provided by the contractor; therefore unless anything unforeseen materialises through the construction process there was a minimal risk that this contingency would be exposed. Members were informed that although the risk was low consideration should be given to the Council's financial position should the current Council Offices not sell immediately or for the valuation.

It was **resolved**, with no votes to the contrary,

1. To remove the corridor and integrate the boiler into the kitchen reducing the size of the lobby and kitchen, the Architect would also look at other details which could be amended to provide a cost saving and circulate to members.
2. To appoint CDL as the contractor for the Replacement of the Beechfield Centre Project, and subject to further negotiations - it was noted that the Architect would re-negotiate the final price based on the amended design.
3. To use the Council's reserves to bridge the funding gap until the current Council Offices are sold and should they be required.

1812/39

Close

There being no further business the meeting closed at 11.21am.

Signed.....

Dated 31/1/19.....