

# THUNDRIDGE PARISH COUNCIL

---

## MINUTES of the THUNDRIDGE PARISH COUNCIL ORDINARY MEETING

Tuesday 20<sup>th</sup> June 2023 at 7.30pm in The Norman Wodson Pavilion

**PRESENT:** Cllr Steve Bosson, Cllr Deryck Dipper, Cllr Lynn Palmer, Cllr Kim Saban,  
Cllr Martin Spackman  
2 members of the public, Police – PCSO

It was reported that Clerk, Colin Marks, is unwell and could not attend. Minutes were taken by a member of the public and would be checked and amended by the Chair.

The meeting started with a visit from representatives of SPACE, who are using a section of the allotments at the bottom end. They presented their work so far with children with autism and other sensory difficulties. A compostable toilet was being installed, and it was explained why, and how it works. Cllrs commented on use of the site at times that do not clash with use of the cricket/football field due to parking issues. Other Cllr questions were addressed.

The Council meeting officially opened at 7:50PM.

### 23.100 Apologies for absence

Clerk: Colin Marks (*unwell*) Parish Councillors: None received from Natasha Smyth

### 23.101 Declarations of Interest and dispensations

1. Declarations: **None**.
2. Written requests for dispensations for declarable pecuniary interests: **None**
3. Consideration of requests for dispensations: **None**

### 23.102 Approval of Minutes

1. To approve the Minutes of 23<sup>rd</sup> May Annual Parish Council Meeting
  2. To approve the Minutes of 23<sup>rd</sup> May Ordinary Parish Council Meeting
- 1 & 2 **RESOLVED: to approve the Minutes of both 23<sup>rd</sup> May Annual Parish Council Meeting, and Ordinary Parish Council Meeting were approved as drafted.**
- The Chairman signed both sets of Minutes.

Clerk

### 23.103 Co-option to fill two vacant seats

A candidate for one vacant seat came forward Brita-May Hawes (a former TPC Councillor).  
**RESOLVED: Brita-May Hawes was proposed, seconded and unanimously agreed to join the Council as a Councillor.**  
Brita-May Hawes signed the Declaration of acceptance of office. This was counter signed by Cllr. Deryck Dipper (in the absence of the Clerk) and Brita-May joined the meeting as a Councillor.  
One vacant seat remains.

### 8.05 pm: Suspension of meeting for public comments

1. A parishioner/allotment member commented that the Cherry tree by garden fence of The Feathers pub, planted for the Platinum Jubilee, had been badly damaged by strimming/grass cutting, and in fact it is probably dead. She asked if the Council could write to EHC to ask that their contractors are instructed not to trim so close to tree trunks, and to ask for a replacement tree.

### 8.15 pm: The Meeting was restored to order

### 23.104 Village Life Magazine

This was not discussed as the Clerk not present. A brief report will be submitted this month

### 23.105 Police Report

PCSO 6037 Stanway was in attendance. He showed an example and reported on the new format of reported crimes and other news sections. Most crimes reported at the moment involve thefts of ride-on mowers and broken-into cars.

A Cllr asked about reports on poaching; PCSO Stanway replied that there were no calls logged or any in the crime data; they are being recorded as other, more serious, crimes (eg firearms offences). Data is being compiled in different ways.

Cllrs thanked the PCSO for attending and he left the meeting at 8:30PM.

### 23.106 Planning

1. **New Planning Applications** – 2 Rennesley Cottages – **RESOLVED: no comment**

2. **Applications received too late for the agenda and other planning matters**

1. **Late applications: NONE**

2. **Other planning matters: NONE**

3. **Decision Notices.** *Noted as set out in the Planning Appendix A*

4. **Progress on existing development: Glebe Field**

1. Chair attending meeting with EHC, developers, road surfacing contractor next week.

SB

### 23.107 Finance

1.Accounts & Reserves - noted balances in bank accounts and bank statements.

- **RESOLVED: to approve the accounts as submitted.**

2.Reconciliations –

- **RESOLVED: to approve the reconciliation as submitted**

- NOTE: The figures were fully approved, but not countersigned at the meeting as no hard copy was available.

3.Performance vs budget at 14<sup>th</sup> June £5,484; whereas £9,748 at end May – this was explained as overspend on legal case and repairs to Pavilion (including new secure gate, survey and fees, and emergency repairs to roof). There is a contingency amount of £10k built in, so Cllrs had no concerns on this issue.

- **RESOLVED: to note performance vs budget as presented**

4.HCC Annual Lighting - postponed to next meeting.

5.Payments list for approval – Chair reported that he should be able to enter amounts using on-line banking and another Cllr can then approve.

- a. **RESOLVED: to approve the payments as presented.**

6.Redwood bank account – agreed to retain the notice to withdraw all monies and close the account; these monies moved to Unity Bank account).

- b. **RESOLVED: to approve the withdrawal.**

#### 7.AGAR 2022/23

1 It was noted that the Parish Council is not an exempt authority.

2 Internal Audit Report - noted, accepted, and signed by auditors. Some suggestions to be returned to Auditors - to be discuss at next meeting.

3 to 7 Annual Governance Statement - signed by RFO and presented to Council.  
Section 1 and Section 2 –

**RESOLVED: to approve and sign by Chair.**

8.Exercise of Public Rights –

- **RESOLVED: Approved to set as Mon 3 July to Fri 11 Aug 2023**

- Assistance to be sought from HATPC as needed.

8.Deadline of 30<sup>th</sup> June 2023 for 2022/23 AGAR noted.

- c. Assistance to be sought from HATPC as needed.

### 23.108 Norman Wodson Pavilion

Building Replacement Evaluation Working Group. Cllr Deryck Dipper's detailed report previously circulated was received:

## 1.Introduction

This report reports on a range of post contract issues and seeks approval of:

- Additional roofing structure strengthening cost.
- Change of roofing felt material and cost.
- Re-pointing costs to south and north wall.
- Kitchen wall splashback cost.
- Cost of Provision of steps to new external door.
- Health and Safety registration.
- Contract Finder Award Notice.
- Insurance of Wodson Pavilion for potential damage from Refurbishment Works.
- Asbestos check.
- The creation of a Control Sheet to record all decisions affecting work under the contract.
- Contract Sum update

**RESOLVED: To approve these recommendations.**

## 2.Additional Roofing Structure strengthening cost

The report to the Council at its April meeting advised the Council of the cost of storm damage repairs after the wind had ripped off sections of the felt roof on 20<sup>th</sup> April. Temporary repairs have been undertaken by Ofstrand and their invoices paid. A dialogue is ongoing regarding the Council's insurance claim.

Ofstrand also reported that the roofing timber between joists needs strengthening as significant weakness was identified when the temporary roof repairs were undertaken. They have provided a cost for this of £6,359.50. This is regarded as an essential addition As the advice is that it would be a waste of Council funds if having spent a large sum on new roofing felt the timber weakness then revealed itself some time later requiring the felt to be redone!

**RESOLVED: To approve the addition of this amount to the Contract Sum.**

## 3.Change of Roofing Felt

The Council stated in its Invitation to Tender that it required roofing material supplied by Strata as advised by the Council's architect. However on 6<sup>th</sup> June Ofstrand advised that they had ascertained that Strata will only sell their materials to an approved Strata installer and their contractor is not so approved. They are requesting that the Council agrees to an alternative felt supplied by IKO called ProTorch. The specification for this is attached at appendix 1. This suggested change has been advised to the Council's architect and he has signalled agreement if a saving is achieved. Ofstrand has quoted a price reduction of £400 plus VAT being a reduction on their bid roofing materials cost from £12,383 to £11,983. The Council architect has advised from his holiday that this is OK. An informal approach to a local builder received a response of a saving around £500 so the amount offered is considered acceptable.

**RESOLVED: To approve the change of roofing material and the reduction of £400 to the Contract Sum.**

## 4.Re-pointing Work

The preliminary survey undertaken in April revealed the need for some of the pointing in the base brickwork needs replacing. This applies to the whole of the south wall and approximately 2 metres of the north wall. Ofstrand have provided an estimate for this of £720.00 plus VAT.

**RESOLVED: To approve the cost increase to the Contract Sum, of £720 plus VAT but also to advise the contractor that The Council considers this cost to be high.**

## 5.Kitchen Wall Splashback

The contract notes that the Council will supply tiles and the Contractor will fit. It has now been decided that a splashback is preferable to tiles and a cost of £58.32 has been added to the Contract Sum as Ofstrand will purchase the materials. This is actually a saving to the Council as the purchase of tiles would have been more expensive.

**RESOLVED: To approve the cost increase to the Contract Sum, of £58.32 plus VAT.**

## 6.Steps to new external door

The Contract includes the cost of a new external door but the provision of steps outside had not been included. This therefore needs to be added and a quote from Ofstrand has been received of £1332 plus VAT. This was considered far too expensive and the Council decided to pursue a separate solution.

**RESOLVED: To decline the Ofstrand quote and procure from a separate source.**

#### **7. Health and Safety Executive – Form F10**

A requirement of the JCT contract is that the project is notified to the Health & Safety Executive. This has been done and the notice at appendix 2 to this report confirms the registration and the obligation for this notice to be displayed on site which Ofstrand have undertaken to do.

**RESOLVED: To note the HSE registration.**

#### **8. Contract Finder Award Notice**

A requirement of registering a project on Contract Finder is that the Council notifies the award of a contract within 30 days of that award. This notification of an Award of Contract to Ofstrand was duly placed on 17<sup>th</sup> May which met the 30 day deadline.

**RESOLVED: To note the Contract Finder Award Notice.**

#### **9. Insurance**

Under the JCT Contract at section 5 it is a requirement that the Council ensure that a joint names policy with Ofstrand is taken out to insure the pavilion from potential damage arising from the Refurbishment works.

The Council has approached its insurers Zurich but after submission of detailed information on the working methods they have declined to quote because of the 'hot works' planned by Ofstrand for the roofing material installation because it is a timber framed building.

The Council has subsequently requested Ofstrand to approach its insurers and seek a quote for a joint names policy. Having made a similar submission of detail their insurers [constructaquote.com] provided a quote of £2324. However, after detailed review of the terms of the policy it was revealed this excluded Contractor Works so was pointless. After discussions with Ofstrand's insurers they advised that Ofstrand's public liability insurance covers damage to the pavilion from their works. In the discussion it was mentioned Ofstrand will be using hot works. Their insurers stated the Council should not be joint names on Ofstrand's policy as that would mean the Council would not be a third party and would negate cover in their public liability insurance. Instead Ofstrand's insurers offered to record the Interest of the Council and this has been accepted. It is the closest solution to the joint names requirement in the JCT Contract. The Ofstrand policy does not cover contents but it was noted all contents will be moved to the storage container. If there is an issue with insurance of Council contents it was noted these are just chairs and tables of low value and due for replacement so insurance. It was agreed that the Day Nursery should be advised to ensure their insurance cover their contents relocated into the storage container.

**RESOLVED: To approve the insurance cover in Cllr report and the arrangements for contents.**

#### **10. Asbestos Check**

The need for an asbestos check was reported to the Council meeting on 25<sup>th</sup> April. AsbestosGone completed their survey on 28<sup>th</sup> April and have issued a negative report stating no asbestos was found. This report has been advised to Ofstrand.

**RESOLVED: To note receipt of the cleared asbestos report.**

#### **11. Contract Control Sheet**

Since the signing of the contract a considerable number of issues have been decided. Many of these are insignificant but a central record is imperative to facilitate management of the contract. A copy of this sheet was circulated to Councillors with decisions including:

- (i) Cladding colour C04, orientation horizontal, fascias/soffits colour white.
- (ii) Kitchen – space for washing machine/dishwasher, no integrated bin or under lighting, purchase of dishwasher/washing machine to be pursued with Day Nursery.
- (iii) Electrical drawings on position of power sockets and lighting.
- (iv) Insulation 70mm not 100mm – notified to Building Control and accepted.

- (v) Toilet cubicles colour Hydrangea, and position, taps not censor operated, to let internal door to hang across radiator, key o/s with Day Nursery
- (vi) Floor colour – Patagonia T94.
- (vii) New external door – key arrangements with Ware Lions to be finalised.
- (viii) Method Statements waiting on review by Architect.
- (ix) Outside tap to be removed - have request from Ware Lions but advised leaving it on is a financial risk to Council from water meter bill.
- (x) New external Gates – it had been agreed to ask Ofstrand to provide a quote as the current gates are in a poor condition. They have provided two quotes of approximately £3200 plus VAT. The Council decided that any procurement of new gates should be separate from the Pavilion project and to seeking of additional funding.

**RESOLVED: To note decisions made as recorded on the Control Sheet and to seek funding for replacement gates and procure separate from the Pavilion project.**

### 12.Contract Sum Update

The Contract Sum reported on 25<sup>th</sup> April is set out below for ease of reference. Added in blue font are the additions since that date.

	£ excl VAT
Original Bid Price	146,870.91
Deduct April Preliminary Works – separate payment	<u>853.88</u>
	146,017.03
Add	
Option for Marine Ply for frame strengthening	4,813.40
Upgrade to internal toilet door	435.95
Storage containers 2 x 20 feet	1,576.32
Rotten wood – April preliminary survey	<u>3,522.00</u>
<b>TOTAL CONTRACT SUM AS AT 25/04/23</b>	<b>160,964.70</b>

The additions since then are:

Roof strengthening cost – para 2 above	6,359.50
Roof material credit – para 3 above	-400.00
Re-pointing work – para 4 above	720.00
Kitchen wall splash-back - para 5 above	58.32
<b>UPDATED CONTRACT SUM ESTIMATE AS AT 09/06/23</b>	<b>167,702.52</b>

**RESOLVED: To approve this updated Contract Sum.**

This updated Contract Sum is now at the budget limit agreed for this project of £168k being the long term reserve total. The Council needs to review its reserves other than the long term reserve for any further expenditure. The latest cash book with current General reserve position and forecast so far will be available at the meeting for review.

### 13.Contract Sum Reserve

The Council considered approval of Contract Sum budget figure plus 10% for any contract variations by the Wodson Panel Working Group at £184,472.77. Anything higher than that amount will go to the full Council.

**RESOLVED: To approve a Contract Sum reserve budget of £184,472.77**

The new Cllr (Brita-May Hawes) asked to join the Working Group, which was agreed unanimously.

14.Zurich Storm Damage claim – Chair updated Cllrs that Zurich has refused insurance claim as they say there is no official evidence of a storm event in the area by the Met Office (nearest station in Essex).

15.Update on possible acquisition of additional land from RABI – Chair reported that RABI had written back and are getting the Council’s request to their Board.

**23.109 Recreation Areas** – Report not available at the meeting, therefore deferred to next meeting.

**23.110 Allotments**

1.Overgrown allotments have been recorded. Cllr reported that main path and amenity area are not being cared for as they were when Mr Bennett was able to maintain them; another Cllr suggested that quotes are obtained to do this work.

Request for improvements to bottom hedge line along with replanting – Cllr asked if this could be added to Section 106 application.

2.No update was provided on the tenancy issue.

**23.111 Highways, Footways and Public Rights of Way (PRoW)**

1. North Drive:

1. No change – Chair attending a meeting for update

2. Broken Wadesmill sign – no further update

**23.112 Other matters**

1. New bench for North Drive – Network Homs have given agreement so this may proceed

2. *Fly tipping in The Pit – deferred to next meeting*

3. *Unkept planted are outside 40-41 High Road, High Cross – the ownership and responsibility of this land discussed – deferred to next meeting*

**23.113 County and District Councillor report** - None

**23.114 Urgent and other matters not listed on the agenda** – None

**23.115 Correspondence**

**23.116 Matters for future agendas** – All these items will be deferred until Clerks return

**23.117 Date and venue of the next Parish Council Meeting**

The 25<sup>th</sup> July Parish Council Meeting to be held in High Cross Village Hall

The Chairman thanked everyone for attending and closed the meeting at 9.24pm

Signed.....

Dated.....

## APPENDIX A

### Planning decisions and awaited notices

<b>3/23/0733/FUL</b>	<b>Meadow View Cottages:</b> Replace existing foul drainage (cess pit) with new sewage treatment unit and land drainage. <i>The Parish Council had no comments</i>	Withdrawn
<b>3/23/0687/HH</b>	<b>32 Cambridge Road, Wadesmill:</b> Crossover with dropped kerb. <i>The Parish Council had no comments</i>	Refused
<b>PL/0326/23</b>	<b>Land adj to Ware Recycling Centre:</b> Temporary access for construction traffic. <i>The Parish Council had no comments</i>	Awaited
<b>3/23/0417/FUL</b>	<b>Raj Villa:</b> 5-year change of use from restaurant to retail <i>The Parish Council had no comments</i>	Granted with conditions
<b>3/22/2406/FUL</b>	<b>Land North and East of Ware:</b> <i>The Parish Council objected</i>	Awaited
<b>3/22/1878/FUL</b>	<b>Youngsbury:</b> Erect extensions, internal alterations, etc <i>No comments, but LBC regs to be observed</i>	Awaited