

**Minutes of an Extraordinary Meeting of the Full Council**  
**held on Tuesday 9<sup>th</sup> April 2019 at 10.00am**  
**at the Windmill, Meopham Green**

**Members Present:** Cllrs D Bramer, M Bramer, S Buchanan (Chairman), P Hasler, R Knott, P Luxford, J McTavish, J Ogden and B Wade

**In attendance:** Mrs Sarah Eggesden, Clerk, Nick Baster, Project Manager, Logic PM

**Item 1: Apologies for absence:**

**C.242** Apologies were received from Cllrs Gofton, (prior engagement), P Howard (work) and D Powell (holiday)

**Item 2: Declarations of Interest:**

**C.243** There were no declarations of interest

**CLOSED SESSION**

**Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next item the public and press will be asked to leave the meeting**

**C.244** Cllr Ogden proposed that the meeting went into closed session due to the confidential nature of the next agenda items and this was seconded by Cllr Hasler. All voted in favour.

**C.245** The Chairman requested that Nick Baster, as the appointed Project Manager for the Judson's Pavilion project, attend the closed session. Cllr M Bramer proposed agreement to this and this was seconded by Cllr Wade. All voted in favour.

**Item 3: Judson's Pavilion**

**3.1 To note the Project Recommendation Report from the Logic PM**

**C.246** The Chairman introduced Nick Baster (NB). All councillors had received confidential papers on the tender information, Football Foundation grant figures and the Project Recommendation Report prior to the meeting. NB reported on the action taken with the original tenders and the project design since his appointment last year. Following the grant application to the Football Foundation and then obtaining the architect's detailed specification for the project, this was re-tendered to 3 contractors; Brosey, Capstan and DMS. Within days DMS declined to re-tender. This left us with Brosey and Capstan for the tender.

Cllr J McTavish arrived at 10.05am.

NB outlined the information in the recommendation report and that following further engagement and a meeting with Capstan, they had reviewed their tender price which was now £249,000. On reviewing the adjustments to the specification, NB proposed adding back in the sensor taps at a cost of £1050.00 which members supported. The build time estimated to take around 13 weeks.

Questions from members to NB:-

Cllr Luxford asked if the PM has reviewed Capstan's work and had they worked on any public buildings? NB confirmed he has seen case studies and he will be taking up references as part of the due diligence. Their financial stability has already been checked. It was noted that they have recently worked on a building project for DEFRA in Pevensey.

Cllr M Bramer asked if the work on the drainage diversion is included in the tender price? NB confirmed this is included but it does not cover for any work outside of the area to be diverted, eg for any blockages.

Cllr Wade asked about warranties. NB confirmed there is 1 year warranty; 6 months snagging and 12 month defect period. The build will be building control compliant. He is also investigating into a 10 year structural warranty and will report back on this. A 5% retention will be held until the end of the project and 2.5% will be held back for 12 months.

Cllr Luxford asked about the pay points to the contractor. NB confirmed that a JCT intermediate form will be completed which will stipulate when payments are due. An early application for payment will be made due to the Football Foundations grant conditions for the first invoice to be submitted for claim within a certain time period.

Cllr M Bramer asked how often will payments be made? NB confirmed this would be set up for monthly payments calculated on the value on the work carried out.

### **3.2 To note any feedback on the Project Recommendation Report from the Football Foundation**

**C.247**

The Clerk reported that the Football Foundation had reviewed the Project Recommendation Report and were happy for the council to go ahead with the project based on the report. They had also confirmed a time extension until the end of May 2019 to submit the first invoice claim.

### **3.3 To note any feedback from the Judson's Pavilion Committee Meeting held on 5<sup>th</sup> April 2019 and to consider any recommended actions**

**C.248**

The Judson's Pavilion Committee minutes from 05.04.2019 had been circulated to all member prior to the meeting. Cllr Ogden gave a brief

report and it was noted that the committee had recommended to Full Council the appointment of Capstan.

**3.4 To approve the appointment of a contractor to carry out the building refurbishment and extension of the Judson's Pavilion at Judson's Recreation Ground, Wrotham Road, Meopham**

**C.249** Cllr Ogden proposed the appointment of Capstan and this was seconded by Cllr Hasler. All voted in favour.

**3.5 To consider any additional cost on the refurbishment and extension of the Judson's Pavilion above the Football Foundation's grant and the earmarked reserves allocated for the project and agree to approve any additional funds from the Parish Council's reserves if necessary.**

**C.250** The Clerk reported that the Football Foundation had agreed that anything above the agreed grant build cost could come out of the contingency build cost or any underspend on the professional fees. Cllr McTavish proposed that the current overspend on the build cost should come out of the contingency build cost from the grant and this was seconded by Cllr Knott. All voted in favour.

**3.6 Lease: - to approve the lease between Meopham Parish Council and Meopham Colts, to be agreed before any work commences on the site.**

**C.251** The Clerk updated members on the lease which had not been circulated at this stage to members as it was still under review as there had been some confusion with both the council and the Colts on the documents received to date. The Clerk had spoken with the solicitor this morning and she had confirmed that there are two documents; one was for Agreement for Lease and the other was the Lease. It was noted that the Football Foundation required agreement of the lease prior to the work starting on site.

Cllr Ogden proposed to authorise signing of the Agreement for Lease subject to any factual corrections. This was seconded by Cllr D Bramer and all voted in favour.

**C.252** Discussion regarding the appointed contractors start time took place. In view of the lease aspect, it was agreed the contractor would commence work on site on 06.05.2019.

**C.253** NB asked about authorisation, if necessary, for any additional spend on the project from the contingency fund for the build. The Clerk confirmed that council had already agreed that up to £5000 is delegated to the clerk for this.

The meeting closed at 10.37 am.