

# Costessey Town Council



## **Minutes of the Property & Environment Committee of Costessey Town Council, held on Tuesday 30 June 2020 at 7pm at the Costessey Centre NR8 5AH**

**Present:** Cllrs J Amis (Chair), G Blundell, D Burrill (non-committee member), J Flowerdew, L Glover, T Laidlaw, S Long, C Mahn, P O'Connor, H Elias (Town Clerk) N Bailey (Deputy Clerk) & One Member of public.

### **To receive apologies for absence**

**PE021/20:** Cllr Carter (unwell) & Cllr Newby (prior commitment)

### **To receive declarations of interest**

**PE023/20:** None

### **To confirm and sign the minutes of the last meeting on 27 February 2020**

**PE024/20:** It was noted that the minutes of the previous meeting had already been signed and approved by Full Council.

### **To receive Zurich Play Equipment Inspection report**

**PE025/20:** The grounds staff were undertaking all advisory repairs following the play inspector's report. Officers were chasing the missing report on equipment at Husenbeth Close.

**Action: Deputy Clerk**

### **To receive and update on grounds use.**

**PE026/20:** All the grounds were accessible to pedestrians, even when the vehicle gates were locked. The grounds were being well used. Some organised activities were charging their customers, but there was no fee levied by the Town Council, except for football use by Costessey Sports. The hire fee of £5 per hour for the MUGA was removed some years ago.

### **To consider post-covid hall hire terms for regular users**

**PE027/20:** Enquiries were being received from a handful of regular hirers wishing to return. Officers were beginning to understand what additional measures they required, and if there was a barrier to their return. Some groups might require larger rooms, and exclusive use of the venue. Officers would report back any trends/frequent requests. More rigorous cleaning before/between hires will be required. Hall hire fees were set pre-covid, and officers would report back if the cost was a barrier to return. Access to football changing rooms was mentioned. All operational aspects would be reviewed as they overlap with cleaning and caretaking arrangements.

**PE028/20:** Cllr Long left the meeting at 7:30pm

**PE029/20: Resolved to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to exempt information on contracts**

**PE030/20:** Cllr Burrill and the member of the public left the meeting at 7:32pm.

### **To consider quotes for Irrigation at Longwater Lane**

**PE031/20:** Quotes were presented, and opinions differed in relation to approach, including the requirement for a storage tank. The Deputy Clerk informed the committee that the football club did not support an irrigation scheme which did not offer full coverage of all the pitches.

The requirement for a process for due-diligence checks/vendor questionnaire was raised which could include e.g. number of employees, length of trading and credit rating. Were the project costs fixed or would they increase if a deeper borehole was required? Was there a requirement for an independent consultant with technical knowledge? Any treatment would require water, and the Regional Pitch Advisor had commented that any amount of water would make a difference. Was a test dig the sensible approach to ascertain the yield? The FA Grant was still available at a max of £25k or 75% of the project and would require a preferred contractor at point of application. The FA would make a grant offer (with conditions) and had already acknowledged that it could be difficult to obtain two like-for-like quotations as contractors' approaches varied. A fixed price contract was an important aspect, and queries were raised over quotes/estimates as there could be variance.

**PE032/20: Proposal: To appoint a technical adviser/consultant.** Note: This was voted on separately and supported in principle, but with costs required for approval. See below. **Action: Deputy Clerk**

**PE033/20: Amended proposal (later withdrawn): To enter in to contract with the cheapest contractor using quotes received, supported by the reference from a nearby installation.**

**PE034/20: Amended proposal (later withdrawn): To enter in to contract with the cheapest contractor if the FA grant offer was acceptable, with a capped project cost of £40,000.**

**PE035/20: Amended proposal: To test the availability of the FA grants using the existing quotes, in the knowledge that any offer must be approved by Full Council.** Whilst a decision from the FA is pending, further technical advice should be sought\*.

**Recorded as - Five For** Cllrs Amis, Blundell, Glover, Laidlaw & O'Connor – **One Against** Cllr Mahn – **One Abstain** – Cllr Flowerdew

\* It was noted that the second part was the same as the first proposal, so voted on separately. There were no costs available for this item.

**PE037/20: Recommended to Full Council: To test the availability of the FA grants using the existing quotes, in the knowledge that any grant offer must be approved by Full Council.**

**PE036/20: Proposal: To appoint a technical adviser/consultant.** This was the first proposal which was voted on separately. **Approved in principle subject to quotes.**

**PE038/20:** The committee resolved to continue after 9pm.

#### **To receive an update on drainage at Queen's Hills Community Centre**

**PE039/20:** Anglian Water had concerns about foul waste drainage from the Queen's Hills Community Centre into the public sewer. The contractors claimed that they had built to the design, and the designers disputed this. AW had requested an alternative solution before considering adoption. Remedial work carried out had not proved successful. There was a £3,751 retention on the build and South Norfolk Council held £30,000 in an Escrow Account (an account where funds are held in trust whilst two or more parties complete a transaction)

**Recommended to Full Council: Call an urgent meeting of all relevant parties in a final attempt to find a solution.**

**PE040/20:** The meeting finished at 10pm

**Chairman:**

**Date:**