

WARBOYS PARISH COUNCIL

Minutes of a **Special Meeting of the Parish Council** held on 22nd January 2024 at the Parish Centre, Warboys.

IN ATTENDANCE

R. Payne and 1 Member of public

PRESENT WERE

Cllr J Cole

Cllr D Fabb

Cllr L Gifford

Cllr J Land

Cllr J Parker (Vice Chair)

Cllr P Potts

Cllr C Sproats

Cllr S Withams (Chair)

Cllr A Wyatt

Mrs J Drummond - Clerk
Mrs E Coverdale:- Asst. Clerk

Meeting commenced at 7.00 p.m

SP 1/24 WELCOME

Chair Withams opened the meeting.

SP 2/24 APOLOGIES

Apologies were accepted from;

Cllr M Collins – arrived during discussions on agenda item 4/24 (7.02p.m)

Cllr R Dykstra – arrived during discussions on agenda item 4/24 (7.23p.m)

Cllr D England – Personal

Cllr A Ntuk – none received

Cllr S Wilcox – Holiday

Cllr G Willis – Attending HDC Development Management Committee

SP 3/24 MEMBERS' INTERESTS

None declared.

SP 4/24 APPROVAL TO SIGN NEW PARISH CENTRE CONTRACT

Following a brief introduction by the Chair, she asked R Payne to take the members through the details of the contract. Reminding those present that R Payne is employed by the Council to represent their interests to the builder.

a) Contract

- R Payne outlined the contract, explaining that it covers costs, timeline and responsibilities. He advised that he would be responsible for Health and Safety, cost administration and keeping to the design plans for the entirety of the project.
- Following a number of the Members having read through the full contract this had eased concerns through the Council and they were now confident in the integrity of the contract due to it being a standard, generic format used by other Councils for similar projects.

- The project is set to take 12 months from 12th February 2024, ending 14th February 2025, should all go to schedule. If the building of the workshop and storage is to go ahead this will add an additional 3 months to the timeline.
- R Payne advised members that as part of the contract they have agreed £300 per week liquidated revenue payable to the Council should the build go over schedule.
- Additionally, it had been agreed to withhold 2.5% of the cost for 12 months following completion to cover any snagging issues. R Payne, Ben (from Ben &Co) and a couple of Members will be involved in this process.

b) Underfives Playgroup

The Clerk updated the Members of the progress made in alleviating concerns from the Underfives group;

- The group believe that they have an agreement with the Council to have access to walk from their building through the car park to the sports ground. However, following investigating the Land Deeds and further documents, the Clerk has been unable to find confirmation of this agreement.
- The group were upset that they had not been warned about the boreholes in advance. Which the Council made clear that neither they nor Ben & Co were aware this was happening.
- The Clerk had been working on several potential resolutions for the group in case of an emergency; access to a neighbouring property garden, given a key to access current parish hall or erecting a fence through the construction site to channel the access.
- In order to ease congestion on the High Street following the closure of the car park from 12th February, Cllr Collins had spoken to the White Hart to ask if play group parents could use their car park for drop off and collection. Which the Owner had kindly agreed to.
- The Clerk advised that certain aspects of the build had been scheduled at times to cause as little disruption as possible to the running of the group, such as the pilings planned for half term when the group is closed.
- The Clerk then read out the response letter that she intends to send to the playgroup regarding their concerns, a copy of which is attached (appendix 1).

c) Misc

- R Payne showed members a copy of the proposed construction schedule, which he agreed to forward a copy to Members for reference.
- R Payne shared a map with Members to show where the gates would be erected at the rear of the current parish centre to balance the needs of the hall users, playgroup and site access for construction workers. He also advised that there would be 'No Access' notifications at the site entrance as well as at the entrance to the road from the High Street.
- Members were also advised that photos will be taken at critical parts of the construction, as well as investigations into a time-lapse of the project and various other promotional events and activities planned.

Following in-depth discussion, it was proposed by Cllr Parker, seconded by Cllr Land and unanimously **RESOLVED** by all Members present to sign the new parish centre construction contract between Warboys Parish Council and Ben & Co.

Therefore, the contract was signed by Chair S Withams and Parish Clerk J Drummond, and witnessed by all Members present.

Cllr M Collins – arrived during discussions of the above agenda item

Cllr R Dykstra – arrived during discussions of the above agenda item

There being no further business, the meeting was declared closed at 7.41pm

Chairman.

Date.

APPENDIX 1

Thank you for your letter dated 11th January coupled with extended thanks to Warboys Underfives members that attended the New Parish Centre Information evening held on 12th January. We hope the attendees gained further insight by speaking with the appointed architect and building contractor.

In response to the points made in the letter and further addressing an email dated 17th January, please find as follows:-

Meeting request

The next New Parish Centre Working Group Meeting is being held on 5th February at 7pm in the Parish Centre meeting room and we invite you to attend, we have arranged for the Health & Safety advisor to be in attendance.

Deeds

The Parish Council accepts within the deeds (dated 17th March 1986) in the Second Schedule (2) it states 'A right of way by foot and by vehicles and at all times and for all purposes between the property hereby conveyed and the High Street'. Examining the deed plans there is no conveyance allowing access into the Underfives at the rear of the building, access is detailed in hatch markings at the front of the building. Once the build starts, the Parish Council strongly advise all Underfives users access the building as it states on the plan within the deeds.

On the first page:- Now this deed witnesseth: (2)a) it states:-

2. There is excepted and reserved to the Vendor in simple fee the following rights:-

1. the right at any time hereafter for the Vendor or its successors in title to use all existing buildings and to erect buildings or develop the adjoining land retained by the Vendor in whatever manner it thinks fit and the right hereafter to add to or to alter any such buildings or development

The term 'simple fee' is the highest form of property ownership granting the property owner exclusive rights subject to planning permission and associated land taxes.

The original deed of 1986 detailing access will require amending should in the future you wish to access the Underfives building from the rear and have access to the new Parish Council car park.

Evacuation assembly point

On further investigation there is no formal agreement that allows the Underfives to use Parish land as an emergency exit or use the Parish Centre car park. The car park was originally leased to Huntingdonshire District Council, that lease was surrendered October 2017 and land registration updated 19th December 2017 to full Parish Council ownership. The disappointment aired regarding preliminary works was explained at the information evening on 12th; the contractor had been scheduled for the Wednesday not the Monday.

The Parish Council has been forthcoming with suggestions to assist you amend the fire evacuation procedure and have contacted the White Hart public house for use of their car park to alleviate traffic congestion in the High Street.

The erecting of the site gate entrance will take place Monday 12th February, it will be sited along the side of the existing Parish Centre. Thereafter there will be no access to the Parish Council Car Park, and access to the Parish Centre will be for its users only.

Health and Safety

Both the Parish Council and the Underfives have a shared commitment to health and safety as individual organisations, and jointly, for safe access to both buildings. Our dedicated efforts in this regard are thorough and has been reflected in our pre-construction health and safety plan, the required F10 has been registered with HSE (11th January 2024) and we have the relevant acknowledgement.

There will be opportunity to meet with the Health & Safety advisor at the meeting on 5th February. In the spirit of shared responsibility, it is important to clarify that while the Parish Council is committed to implementing health and safety standards for the building of the new Parish Centre, the playgroup itself is responsible for conducting its own comprehensive risk assessments. The Underfives previously stated that you are in consultations with a fire safety inspector should you feel it necessary please bring the inspector to the meeting.

Condition of building concerns

The Parish Council continues with work with a collaborative approach and wishes to reiterate our offer of a conditional survey, we understand concerns that this may be a conflict of interest however, from a professional perspective it offers both organisations an as is now assessment. Should you wish for one of your members to be present when the survey is carried that can be accommodated as we believe that our collaborative efforts will assist us in achieving an amicable and mutually beneficial result for both. We wish to enable this as soon as possible and will fit in with your timescales; however, the offer will be receded on Friday 9th February.

Moving Forward

The parish council looks forward to amicably moving this project forward with you and discussing in detail with associated professionals at the New Parish Council Working Group meeting on 7th February.

END