

LITTLE EATON VILLAGE HALL

NOTES OF LITTLE EATON VILLAGE HALL BUILDING MEETING HELD ON 27 APRIL 2009 AT ST PETER'S PARK PAVILION, LITTLE EATON.

PRESENT: Simon Downing, Brian Adams, Barbara Adams, Tim Phillipson, Howard Parkin, Ray Ford, Ian Shaw, Susan Tulloch, Tom Parr, John Easter, David Colebrook and Andrew Martin.

Doreen Roach [Parish Clerk].

270409.01 Apologies – Alan Carter

300109.02 Correspondence – Simon Downing reported that all the legal requirements are now in place, the Big Lottery representatives are happy with progress to date. We are well ahead with the Project and are liaising with the Big Lottery Grant Officer, Tammy Richards, throughout the Project. WREN representatives are visiting on Thursday 30 April to collect further information. Everything is on time to date.

270409.03 Report by Project Manager on Bids Received – Howard Parkin, Project Manager distributed copies of the Tender Analysis to everyone. Tenders had been received from Radleigh, Tomlinsons, B & K and Davlyn. Each tender had different possibilities, Howard produced a spreadsheet to help make understanding the tenders easier to compare and went through each item. These were discussed at length by the Village Hall Committee, the main topics of discussion being.

- A. The contractors will work from a self contained unit, therefore making as little nuisance to park users as possible
- B. Access to the existing car park should be available throughout the project
- C. From now onwards the planning changes will be made by the contractors architect.
- D. A Ground Investigation is needed for roots and soil contamination
- E. Milestones of the building project are to be published to give the main sponsors optimum coverage.
- F. A quote for the maintenance of the heating system to be obtained
- G. A CDM Officer is required to oversee the contract
- H. Howard Parkin would be the only contact with the contractors.

A number of other questions were asked by members of the Committee and Howard Parkin answered and explained the various processes. After a great deal of discussion Howard Parkin recommended that Radleigh be appointed as the main contractors for the Village Hall Project, Tim Phillipson

proposed, Brain Adams seconded and this was unanimously **resolved**.
The Clerk was asked to type a Pre-Contract to be signed by the Chairman and Vice Chairman of the Parish Council

270409.04 Any other business – There was no other business

270409.05 Items for the next Agenda –

- 1) Presentation by Radleigh.
- 2) Contract Signing

270409.06 Date of next meeting – Monday 18 May at 7:00pm, St Peters Park

There being no other business, the Chairman closed the meeting at 9:00pm

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