

# WARBOYS PARISH COUNCIL

Minutes of the last meeting of New Parish Centre Committee held on 5<sup>th</sup> August 2024 at the Parish Centre, Warboys.

## IN ATTENDANCE:

Building Contractor Ben landico  
Cllr S Withams (Chair)  
Cllr M Collins  
Cllr D England

Principal Architect Russell Payne  
Cllr D Fabb  
Cllr J Land (Vice Chair)  
Cllr J Parker

Mrs J Drummond :- Senior Parish Clerk

## NPC 60/24 WELCOME

Chair Withams opened the meeting, the meeting commenced at 7:05 as a site visit arranged at 6:30 for the WI was held before the meeting and slightly overran.

## NPC 61/24 – APOLOGIES FOR ABSENCE

Cllr D England due to work commitments, Cllr M Collins – reported she would be late due to family childcare arrangements, apologies accepted. Thank you to Michelle for arranging beverages and biscuits donated by SPAR

## NPC 62/24 – MEMBERS' INTEREST

There were no Member declared disclosable pecuniary interest.

## NPC 63/24 - MINUTES FROM 01/07/24

Minutes from 01/07/24 were unanimously agreed and signed by the chairman as correct.

## NPC 64/24 - OPEN FORUM

There were two members of the public present, their questions answered with a further meeting to be arranged with Russell & Ben on site.

## NPC 65/24 BUILDING PROGRAMME UPDATE

Arising from NPC 51/24, B landico provided members with an update on the progress of the build:

- Frame is up, roof valleys and gulleys are currently having water proofing applied. After the water proofing they will be covered with flashing to ensure all is waterproofed, neat and tidy.
- Ben & Russell will be requesting to meet with Building Control on site
- Action for the Clerk to pick up the site address with Jamie Crawley Re: Anglian Water

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## NPC 66/24 - PROGRAMME OF WORK FOR AUGUST

Arising NPC 52/24 B landico advised the members the following;

- w/c 05/08 Below ground brick work
- Floor beams being delivered this week
- Block work to start.

## NPC 67/24 – PROPOSED AMENDS TO PLANS

It was noted by Members the slight amendments to internal layout to increase capacity for income generation whilst furthering the experience for building users. (Cllr M Collins joined the meeting 7:37pm)

	Area	Proposed change	Benefit
1	GF -Cleaning cupboard	Change to large toilet	Additional toilet, the spacious area will enable mums to use the facility with space to keep/include young children safely.  *Benefit to the Integrated Neighbourhood Care bid
2	GF Cupboard in office	Flipped, doors put in access to toilet area and used as cleaning cupboard	Cleaning materials held close to main toilet area.
3	GF Under stairs cupboard	Move access door into foyer.	Access without disturbing users in meeting room 1
4	GF Office	No reception required, change door into serving hatch.	Safety of staff should there be aggressive customers.  Additional space for pushchairs, wheelchairs etc.
5	GF Kitchen	Upgrade kitchen to commercial standard – apply to Mick George Community grantscape scheme 30K?	Adds greater flexibility for hire (increasing capacity for income generation), which will add to the longevity and sustainability of the building.
6	FF Kitchen	Reduce in size	Only one room upstairs does not require a kitchen of that size, able to utilise the space more effectively

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7	FF Store 2	Use additional space gained from kitchen to utilise as a small meeting room.	Gain another meeting room for hire, increasing the capacity for income generation.  *Benefit to the Integrated Neighbourhood Care bid – private meeting room for any issues requiring confidentiality.
8	FF Toilet & Shower	Replace shower with another toilet	Increases toilet capacity upstairs. Checking on Building Regs for Shower.

### **NPC 68/24 – PROPOSED FUNDING / GRANT APPLICATIONS**

- Progressing Integrated Neighbourhood Care bid (NHS)
- Building an application to Mick George for upgrade downstairs kitchen to commercial
- Strategic Letter to be sent out to all upper tier authorities requesting their support
- Letter to Kitchen manufacturers/suppliers to see if they've any ex-demo stock for upper floor kitchen

### **NPC 69/24 - EXCLUSION OF PUBLIC**

The meeting was closed to the public 8:10

### **NPC 70/24 - AGREEMENT OF INVOICE FOR JULY**

Members approved the invoice for work carried out in July and for it to be presented at Full Council 8th July 2024. Funds to be moved from Co-Op holding account into Co-Op operational account.

### **NPC 71/24 - PROGRAMME OF FINANCIAL PROFILING – M&E**

- CPCF profile drain expenditure for December
- EV Charging start to explore 3rd Party management
- M&E Building Control are looking for the one contractor (same issue we had with the drainage) the requirement to 'rubber stamp'. Therefore, we must have a M&E design document and fire strategy as they both work together.
- Request the committee agree to finance 24K to get this over the line, 20K for the M&E Design elements, £3,250.

### **NPC 72/24 - NOTICES AND MATTERS FOR THE NEXT AGENDA**

**MEETING CLOSED 8:40pm**